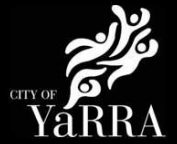


# Climate Action Small Grant Guidelines



# Climate Action and Environment Small Grant Guidelines 2024/2025

The Climate Action and Environment Small Grants (CASG) respond to funding requests throughout the year, providing an opportunity for applicants to access small amounts of funding quickly, usually within four weeks from the grant submission. The maximum grant is \$2,000.

**Climate Action and Environment Stream** seeks to support initiatives that accelerate community-led climate and environmental action at a local level. This stream places a priority on funding projects that mobilise the community to take climate action, including advocate for change, support the most vulnerable in our community to prepare for and cope with climate impacts (e.g. extreme weather, energy and food insecurity), build stronger social connections to increase resilience to future climate-related shocks and stresses, care for our natural environment, support local food systems, reduce waste and promote conscious consumption and foster sustainable transport behaviours in the community.

Only incorporated not-for-profit community groups are eligible to apply for grants under this category. However, community groups that are not incorporated or do not have their own ABN can be auspiced by an eligible incorporated organisation. Individuals are not eligible.

**The CASG 2024-25 grants open 1 July 2024.  
Applications will be accepted until 30 May 2025  
or until the funding pool for the relevant category is exhausted.**

If you have previously had a grant from Yarra City Council for a project which is now complete, this grant must be acquitted before any new applications can be assessed. Acquittals can be submitted via:  
<https://cityofyarra.smartygrants.com.au>.

## Program Objectives

The Climate Action and Environment Stream will support initiatives that accelerate community-led climate action at a local level. This stream places a priority on funding projects that support one or more of the following objectives:

- Mobilise our community to take climate action, including growing a network of people taking climate action and advocating for change including better climate policies.
- Enable our community to make lifestyle changes to cut personal and household carbon emissions.
- Engage our community in caring for our local natural environment.
- Avoid and reduce waste and promote conscious consumption.
- Support local food systems.
- Foster sustainable transport behaviours.
- Support the most vulnerable in our community to prepare for and cope with climate impacts (e.g., extreme weather, energy, and food insecurity).
- Build stronger social connections to increase resilience to future climate-related shocks and stresses.

This is in line with the strategic directions and actions in Yarra Council's strategic documents:

- Climate Emergency Plan 2020 – 2024
- Waste Minimisation and Resource Recovery Strategy 2018 – 2022
- Urban Agriculture Strategy 2019 – 2023
- Nature Strategy 2020 – 2024

# Eligibility Criteria

## Eligible Applicants

- Applicants must have an active ABN\*.
  - Not-for-profit community groups that meet all other eligibility criteria but do not have an ABN can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House.
- Applicants must be a not-for-profit, incorporated community group (that is a group with a voluntary membership who come together to pursue a common goal)† **OR** meet one of the following specific exceptions:
  - be a registered charity, public benevolent institution or have DGR status;
  - be a state government entity seeking funding for activities beyond those considered the responsibility of State or Federal Government;
  - unincorporated not-for-profit community groups can have their applications auspiced by an eligible incorporated organisation or Neighbourhood House;
  - individual artists or Arts-related businesses operating under an active sole-trader ABN\* can apply as individuals under the Arts and Cultural Projects Category;
  - Arts-related businesses with active ABNs\* registered as other than sole-trader entities can apply under the Arts and Cultural Projects Category. These applications are contingent on successfully demonstrating that the project being funded will run on a not-for-profit basis. This will require detailed financial reporting.
- Applicants can only receive one SPG per financial year and the maximum grant is \$2,000.
- Applicants must have acquitted previous Council grants and have no outstanding debts to Yarra City Council.
- Applicants must have public liability insurance with a suitable level of coverage, working with children checks, WorkCover and superannuation coverage are required to be held by recipients of funding.
- Relevant applicants must, as required by law, implement and adhere to the Victorian Child Safe Standards. <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>.

\*The applicant names must match the entity (legal) name for the ABN, or a registered business name associated with the ABN **and** the name on the bank account provided for payment. The ABN Entity name can be checked when entering your ABN into the application form.

† For further information on the kinds of groups we deem eligible please see the definition provided by the Fitzroy Legal Service at:

[Types of community organisations – Fitzroy Legal Service \(fls.org.au\)](https://fls.org.au)

## Eligible Projects

- All applicants must be locally based and/or be applying for a program, service or activity that is of benefit to the Yarra community.
- Projects must have a public outcome within the City of Yarra boundaries.
- Projects and programs will only be eligible for both SPG and Annual Grants if applications are for distinct activities or stages of development.
- All questions marked 'response required' must be completed for the application to be eligible.

### Applicants that are not eligible

- Businesses or for-profit organisations.
- Previous grant recipients with overdue acquittals.
- Applicants who have already received an SPG in the current round.
- City of Yarra employees and their family members (as defined in section 126 of the Local Government Act 2020).

### Projects that are not eligible

- A program that is considered the responsibility of State or Federal Government e.g. core school curriculum activities.
- Activities that take place outside the City of Yarra (including touring costs), unless part of a larger project with a proven and public benefit to the Yarra community.
- A new building, capital works or facility maintenance works.
- Ongoing staff salaries or administration costs not specific to the project.
- The purchase of equipment only, unless exempted above.
- Projects with the singular purpose of promoting religion or that may be perceived as for the purpose of proselytizing.
- Training, study or academic research in Australia or overseas.
- A project that will be offered for assessment in the above training courses.
- Applications that are solely for attending forums, workshops and conferences.
- Competitions (excluding one-off sporting events).
- Prizes and award exhibitions or exclusively fundraising events.
- School fetes and other similar events.
- Covering the deposit or bond associated with hiring a Council Town Hall.
- Applications to fund projects retrospectively.

## Assessment

### Assessment Criteria

All applications will be assessed on the following criteria:

- How does the project accelerate community-led climate or environmental action in Yarra?
- Does the project have clearly defined aims?
- Does the project have clearly defined outcomes it is working towards?
- Does the project clearly meet the program objectives?
- How does the local community benefit from this project?
- Does the organisation have the capacity to successfully complete the project?
- Is the budget for this project realistic, balanced, and complete?

### Assessment Process

The grants are assessed on a competitive basis. The applications are checked for eligibility and internally assessed by two Council Officers.

### Timelines

Applications should be received a minimum of four weeks before a project starts. Applications for projects that have already taken place will not be assessed. Assessment and payment of grants usually takes 4-6 weeks provided all necessary documentation is provided in a timely fashion.

## Auspiced Applications

Auspicing is a practice which enables small or new organisations who are not incorporated or who do not have an ABN access grant funds.

An auspice organisation must be incorporated and have an ABN. They accept legal and financial responsibility for the grant if successful.

Applications can be submitted directly by groups being auspiced. However, as the funding agreement for successful grants will be made between the auspice organisation and Council, any financial transactions must be made through the auspice organisation. Be advised that you need to provide information from the auspice organisation including: their contact details, ABN, and most recent financial report.

## What you need for your application

### **Public Liability Insurance**

All applicants need to provide a certificate of currency for the public liability insurance policy that will cover the funded project. Depending the nature of the funded activities, the relevant policy may be in the applicant's name, the auspicing organisation's name or the activities may be covered by the public liability insurance of the venue being used.

### **Financial Statements**

All those applying as an organisation must upload a copy of the organisation's (or auspicing organisation's) most recent annual financial statement to their Annual Grant application. For most applicants, this will be the previous year's Financial Statement. Alternatively, you can upload the organisation's most recent profit and loss statement. Applicants who do not provide a financial statement will be ineligible.

### **Child Safe Standards**

Victorian organisations that provide services or facilities for children (anyone under 18 years old) are required by law to implement Child Safe Standards to protect children from harm. Therefore, if your project/program will engage children as either participants or audience members you will be required to demonstrate that you are complying with the Child Safe Standards by uploading a copy of your organisation's Child Safe Policy or Statement of Commitment to Child Safety.

If your organisation does not yet have a Child Safe Policy or Statement of Commitment to Child Safety, a template document is available on the Small Project Grants website: <https://www.yarracity.vic.gov.au/about-us/grants/small-project-grants>. Tailor this document to suit your organisation and activities, then attach the document to your application as evidence. Remember to make sure a copy is distributed to your members.

Individual artists will need to upload a copy of your current working with children check and/or your exhibition space's Child Safe Policy or Statement of Commitment to Child Safety.

For further information on the Child Safe Standards see: <https://ccyp.vic.gov.au/child-safety/resources/>

## Having trouble writing your application?

The Grants Team are available to help all applicants with preparing their application. Call us on 9205 5146 to talk about your project and application or to make an appointment for help submitting your application online. Interpreters can be booked if requested.

Video pitches can be included as supporting documentation to your application; however, you will still need to complete the written application form. Please ensure any videos are kept short to a maximum five minutes as assessors have many applications to review. SmartyGrants recommends keeping attachments to 5MB, so you may need to provide a link to an external video-hosting site instead.

If you are having trouble accessing your SmartyGrants user account, please contact SmartyGrants directly on 03 9320 6888 or via [service@smartygrants.com.au](mailto:service@smartygrants.com.au).

## Successful applications

If you are successful, a funding agreement which outlines the conditions of your grant will be sent to you (or your auspice organisation). You will be required to sign and return an electronic copy of the funding agreement. You will also need to provide a copy of your organisation's bank statement showing the account number, BSB number and name. All payments will be made by electronic transfer.

### Acquittal

Each grant recipient is required to submit an acquittal form within two months of completion of the project. The acquittal includes questions about how many people and Yarra residents participated in the event/program, what adjustments were made to the project as it unfolded, and whether the aims and objectives outlined in the application were met. The acquittal also includes a financial report in which you are required to demonstrate that the funds were spent in accordance with the budget submitted. You are required to keep accurate, up-to-date records in relation to the project including, but not limited to, itemised receipts issued when funding is spent. We request that you include receipts for items/services over \$200 in your acquittal.

The required acquittal form will be linked to your application in the My Submissions area of SmartyGrants. When you are ready to submit the acquittal form please log onto <https://cityofyarra.smartygrants.com.au> and submit it in the same way you submitted your grant application. Applications from past grant recipients will not be considered while they have overdue acquittals.

Council may also require organisations to fully participate in any audit of the program/activity by making readily available all income/expenditure records, correspondence, meeting notes, promotional material, and any other document relating to the funded program/activity. This may include site visits and the collection of documents relating to the funded program/activity.

## Submitting Your Application

**SPG applications will be accepted at any time until 30 May 2025 or until the funding for each category has been exhausted.** Funding is renewed each financial year on 1 July.

Applicants are required to submit their application and supporting documentation using the online form on <https://cityofyarra.smartygrants.com.au/>.