Northern & Yorke Community Grants: Increasing awareness and positive action

Community Grants 2017 - 2018

Application Pack for Prospective Organisations

February 2017
**Northern & Yorke Community Grants: Increasing awareness and positive action**

**Introduction**

The Northern and Yorke Region has a rich array of landscapes, including the broad undulating cropping lands of the Mid North and Yorke Peninsula, the geological formations of the southern portion of the Flinders Rangers, the mix of vineyards and native vegetation in the Clare Valley, the coastal landscapes of Yorke Peninsula and vegetated corridors along water courses and roadsides.

These features distinguish the region, contribute to the lifestyles of 95,000 residents and bring economic return through the region in attracting tourists.

Natural Resources Northern and Yorke is the agency responsible for delivering projects and programs on behalf of the Northern and Yorke Natural Resources Management Board and the Department of Environment, Water and Natural Resources.

At the forefront is the care for the region’s natural landscapes, ecosystems, soil, water, native plants and animals. Community groups are empowered to get involved and are assisted by the annual Northern and Yorke Natural Resources Management Community Grants program.

<table>
<thead>
<tr>
<th>NYNRM Board Grants Program</th>
<th>Community Grants</th>
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<tbody>
<tr>
<td>Applications open</td>
<td>March 2017</td>
</tr>
<tr>
<td>Funding available per grant</td>
<td>$2,000 - $10,000</td>
</tr>
<tr>
<td></td>
<td>($2,000 - $20,000 for Local Government)</td>
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<tr>
<td>Number of submissions permitted per financial year</td>
<td>Maximum of two per group for distinctly separate projects</td>
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<tr>
<td>Project completion</td>
<td>By 30 June 2018</td>
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<tr>
<td>Eligibility</td>
<td>Incorporated not for profit groups including but not limited to Land, Coast, and Bushcare groups, friends-of groups, farming groups, schools and Local Government</td>
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<tr>
<td>Grant objectives</td>
<td>To support community groups with primarily on-ground activities meeting specific priorities and criteria. Some projects may incorporate engagement activities.</td>
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<tr>
<td>Closing date:</td>
<td>31 March, 2017</td>
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<tr>
<td>Notification of outcome</td>
<td>28 April, 2017</td>
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<tr>
<td>Maximum funds available for each project:</td>
<td>Community Groups, etc.: $10,000</td>
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<td>Local Government: $20,000</td>
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<td>Post</td>
<td>‘Community Grants Application’</td>
</tr>
<tr>
<td>Applications postmarked up to 5pm on the closing date will be accepted. Late applications will not be considered.</td>
<td>‘Community Grants Application’</td>
</tr>
<tr>
<td>Hand deliver to:</td>
<td>Northern &amp; Yorke NRM Board</td>
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<tr>
<td></td>
<td>155 Main North Road</td>
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<td></td>
<td>CLARE  SA  5453</td>
</tr>
<tr>
<td>Email</td>
<td>‘Community Grants Application’</td>
</tr>
<tr>
<td>Applications time marked up to 5pm on the closing date will be accepted. Late applications may not be considered.</td>
<td>‘Community Grants Application’</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:DEWNR.NRNY@sa.gov.au">DEWNR.NRNY@sa.gov.au</a></td>
</tr>
<tr>
<td></td>
<td>Subject: ‘Community Grants Application’</td>
</tr>
</tbody>
</table>
Northern & Yorke Community Grants: *Increasing awareness and positive action*

Figure 1: Map of N&Y Region
Northern & Yorke Community Grants: *Increasing awareness and positive action*

**How to apply**
In order to complete your application, you will need to read these guidelines carefully and then complete the attached Community Grants Application Form. Applications not meeting the stated funding criteria will be deemed ineligible.

**Key contacts and assistance**
Within each district the Rangers Community will be available to provide assistance. These staff members will be able to provide technical advice and support for the preparation of your application.

<table>
<thead>
<tr>
<th>District</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower North</td>
<td>Bonnie Maynard</td>
<td>0419 20 98 98</td>
<td><a href="mailto:Bonnie.Maynard@sa.gov.au">Bonnie.Maynard@sa.gov.au</a></td>
</tr>
<tr>
<td>Upper North</td>
<td>Kate Pearce</td>
<td>0429 36 20 02</td>
<td><a href="mailto:Kate.Pearce@sa.gov.au">Kate.Pearce@sa.gov.au</a></td>
</tr>
<tr>
<td>Yorke Peninsula</td>
<td>Fabienne Dee</td>
<td>0428 42 93 21</td>
<td><a href="mailto:Fabienne.Dee@sa.gov.au">Fabienne.Dee@sa.gov.au</a></td>
</tr>
</tbody>
</table>

For further information please visit [naturalresources.sa.gov.au/northernandyorke](http://naturalresources.sa.gov.au/northernandyorke) or phone the Clare Natural Resources Centre on (08) 8841 3400.

**Funding Amounts**
- The maximum grant for any project is $20,000 for Local Government. Reasonable in-kind contribution must be included in Local Government applications*.
- The maximum grant for any project for other applicant is:
  - Community Groups / Volunteer Groups, Schools, kindergartens and other educational bodies – $10,000

*In-Kind: paying or returning something of the same kind as that received or offered, i.e. labour, materials, funding from other agencies etc.
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**Guidelines**
All projects need to be targeted to meet at least one of the Board’s Strategic Directions including:

- Farmer First
- Cities and Towns
- Sustainable Development
- New Impact on the Landscape
- Community Voice
- Next Generation
- Pest and Weeds
- Water
- Soil

- The applicant organisation must be based within the Northern and Yorke region.
- The project must relate to or be linked to natural resources management issues in the Northern and Yorke region and must be carried out within the Northern and Yorke region.
- The project must have a clearly stated purpose and a practical plan for achieving that purpose.
- Projects that are co-ordinated with other partners are preferred.
- A firm project completion date should be stated on the application form. Successful applicants will be notified of any required changes to project completion dates.
- All project works must occur within the specified timeframe; if this is not likely to occur, communication must immediately occur with the relevant NRNY contact person to negotiate alternatives and approvals if required.
- Applications received after 5.00pm on the closing date will not be accepted.
- Applications for funding must be on the Northern and Yorke NRM Board Grant Application Form. Supporting information should be attached, such as written permission of the landholder and letters of support from other groups/organisations. Copies of quotations for the supply of goods and/or services should also be attached. Where the application is successful, the project must not be changed without the written consent of the N&Y NRM.
- A grant recipient will immediately advise the N&Y NRM Board of any changes in the contact person.
- Where a project or program runs over budget, the N&Y NRM Board is not responsible in any way for meeting any shortfall.
- The N&Y NRM Board assistance must be acknowledged in an appropriate manner.
- Every application will be considered on its merits within the framework of these guidelines and the N&Y NRM Board policy.
- There is no guarantee of an application receiving funding even though all prescribed criteria are met. Complying applications will be funded on a prioritisation basis at the discretion of the Board.

**Reporting**

- An NRM Group or NRNY staff member could be assigned as a contact and support to the organisation’s project, as well as to monitor its progress and report to the N&Y NRM Board.
- A project completion report must be submitted to the Performance & Reporting Coordinator within 30 days of the specified completion date. A financial statement detailing income and expenditure must be included with the report.
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**Project criteria**
Projects need to contribute to the following outcomes:
- Improving native vegetation condition
- Improving the condition and biodiversity of native habitat
- Rehabilitation and protection of rivers and waterways
- Rehabilitation and protection of coastal areas
- Reducing the impact of pest plants and animals
- Building the capacity of land managers
- Reducing the risk of wind or water erosion and other land management priorities
- Education about Natural Resources Management

The following items/projects could be considered for funding:
- Natural resources management activities (e.g. revegetation projects, fencing of remnant vegetation, erosion control)
- Natural resources management skills development (including skills development of group participants, professional demonstrations/training, workshops)
- Equipment purchases for project implementation and follow-up control (e.g. hand tools, herbicide spray units, tree guards and stakes, erosion control materials)
- Local community celebrations / communications relating to natural resources management (e.g. flyers, brochures, signage, displays, celebrations).
- Minor infrastructure (e.g. barriers to restrict vehicular access to the coastal zone).
- Production of management plans for long term project planning
- Production, distribution and/or installation of educational material and interpretive signage

**Types of projects that will not be funded**
The following items/projects will not be considered for funding:
- Commercial undertakings
- Requests of a recurrent nature
- Assisting individuals to participate in events
- Works or projects already commenced or completed by application closing date
- Ongoing management or maintenance expenses (e.g. postage, telephone, stationery, electricity, salaries, wages and on-costs)
- Fundraising ventures
- Amenity plantings, unless the plantings are indigenous species only and are to be used as an educational tool
- Irrigation and water storage components of revegetation projects
- Activities that are more appropriately funded by other programs
- Where it is the legal responsibility of the landholder
- Any proposal received that the NRM Board considers is not congruent with the regions NRM Strategy and regional plan

**Please attach the following documentation to your application:**
- Any other relevant information that would support your application, such as letters of support from other groups/organisations
- Landholder approval in writing
- Details and approvals for works in culturally significant sites
- Copies of quotations for the supply of goods and/or services
- Maps or aerial photographs of the project site with overlays of proposed activities.
  (Google Earth and NatureMaps are excellent tools for project mapping).
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Community grants application form 2017-18

**Please Note:**
- Applicants are advised to read guidelines prior to completion of this form, as those not meeting the guidelines will be deemed ineligible.
- All sections of the Application Form must be completed.
- All documentation, where requested, must be submitted.
- Completed applications with all supporting documentation should be forwarded to:
  
  ‘Community Grant Applications’
  Performance & Reporting Coordinator
  Northern and Yorke NRM Board
  155 Main North Road
  CLARE SA 5453
  [DEWR.NRNY@sa.gov.au](mailto:DEWR.NRNY@sa.gov.au)

<table>
<thead>
<tr>
<th>PART A</th>
<th>APPLICANT INFORMATION</th>
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<tbody>
<tr>
<td>Name of group/organisation</td>
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<td>Aim of organisation</td>
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<td>Number of members</td>
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<tr>
<td>Is your organisation incorporated</td>
<td>☐ Yes ☐ No</td>
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<tr>
<td>Does your organisation have an ABN?</td>
<td>☐ Yes ☐ No ABN:</td>
</tr>
<tr>
<td>Is your organisation registered for GST?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Type of organisation:</td>
<td>☐ Local Government ☐ Community Group ☐ Education ☐ Farming</td>
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<tr>
<td>Postal address</td>
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<tr>
<td>Name of Contact person</td>
<td>Title: ☐ Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Other ☐ please specify:</td>
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<tr>
<td>Position in group/organisation</td>
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<td>Email</td>
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<tr>
<td>Phone No. (Business)</td>
<td>Mobile</td>
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</tbody>
</table>
Does your organisation have public liability insurance?  ☐ Yes  Provider name:
Policy number:  Expiry date:
☐ No (* see below)

* If your organisation does not have public liability insurance, an incorporated organisation meeting these requirements must sponsor your application and manage your grant on your behalf.

<table>
<thead>
<tr>
<th>Sponsor organisation’s name</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Suburb</td>
<td>Postcode</td>
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<tr>
<td>Contact name</td>
<td></td>
</tr>
<tr>
<td>Phone/mobile</td>
<td>E-mail</td>
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</tbody>
</table>

What is the sponsor organisation’s ABN?  ☐ Yes  ☐ No

Is the sponsor organisation registered for GST?  ☐ Yes  ☐ No

Details of sponsor organisation’s public liability insurance:
Provider name:  Policy number:  Expiry date:

OFFICE USE ONLY

FILE:

Date Received:  Date Acknowledgement Letter Sent:
**Northern & Yorke Community Grants: Increasing awareness and positive action**

**PART B**

**PROJECT DETAILS**

(Please attach extra pages if insufficient space)

<table>
<thead>
<tr>
<th>Project title:</th>
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<th>Project location:</th>
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Please describe the project for which funds are sought:


Commencement Date | Completion Date

What are the objectives of this project?


What are the major activities that will be undertaken?


For projects involving environmental weed control, please state how regrowth will be controlled, by whom and for how long. A long term commitment to control of regrowth will need to be established before your project will be considered.

How will this project benefit the natural resources of the Northern and Yorke region?
Refer to the Northern & Yorke NRM Regional Plan to align your project with the regional priorities

How will the success of the project be evaluated by your organisation?

If your project includes on-ground works, has written permission of the landholder been gained? ☐ Yes ☐ No
Please attach written confirmation from the landholder – Private, Local Government or Crown Land
Will your project require planning/council approval and does the project site include any culturally significant sites? Please attach evidence of approvals and enquiries.

How will the N&Y NRM Board’s support for this project be acknowledged?
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**PART C  FUNDING SOURCES**

Has your organisation received funding from the N&YNRM in the last two (2) years?  
☐ Yes; provide details  ☐ No

Have you received funding for this project from other sources?  
☐ Yes; provide details  ☐ No
**PART D**  
**Budget summary**

Grant funding requested – If your organisation is **registered for GST**, please quote GST exclusive total: $______________

If your organisation is **not registered for GST**, please quote GST inclusive total: $______________

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**Important notes for completion of Budget summary**

- Document each major activity/requirement of the project.
- Estimate volunteer hours contributed for each activity if relevant.
- Itemise contributions for your group’s volunteer labour @ $30 per hour
- List contributions from other sources (i.e. volunteer labour @ $30 per hour, use of machinery/operator, resources)
- Provide a total for each activity
- Provide a total for each column

<table>
<thead>
<tr>
<th>Activity</th>
<th>Volunteer hours</th>
<th>Volunteer Hours ($)</th>
<th>Other contributions including in-kind ($)</th>
<th>Community Grant funding sought for Activity ($)</th>
<th>Total expenditure for activity ($)</th>
</tr>
</thead>
<tbody>
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PART E  
**Certification**

I certify that, to the best of my knowledge, the statements made in this application are true.

I understand that if the Northern and Yorke NRM Board approves this application for a grant, I will be required to submit a financial statement showing all income and expenditure, and a brief project report within thirty (30) days of the completion of the project.

Treasurer’s full name: (please print)

Treasurer’s signature:  

[Dated: ]

Chairperson’s full name: (please print)

Chairperson’s signature:  

[Dated: ]

PART F;  
**Check list**

☐ Guidelines have been read

☐ I/we acknowledged the maximum funding limit for your organisation

☐ Project site is situated within the Northern & Yorke NRM Board boundaries

☐ The project aligns with N&Y NRM Board Regional Strategic Directions

☐ Required supporting documentation attached:
  ☐ Landholder approval
  ☐ Letters of support
  ☐ Copies of quotations for goods and services
  ☐ Maps and/or aerial photos of project site and activities
  ☐ Details and/or approvals relating to culturally significant sites

☐ Provision of an accurate budget

☐ All necessary signatures obtained
Northern & Yorke Community Grants: *Increasing awareness and positive action*

**CONTACT DETAILS**

**Fabienne Dee**  
Acting Team Leader, Community – Yorke Peninsula District  
8853 3882 or 0428 42 93 21  
Fabienne.Dee@sa.gov.au

**Kate Pearce**  
Team Leader, Community – Southern Flinders / Upper North District  
8658 1086 or 0429 36 20 02  
Kate.Pearce@sa.gov.au

**Bonnie Maynard**  
Team Leader, Community – Lower / Mid North District  
8841 3475 or 0419 20 98 98  
Bonnie.Maynard@sa.gov.au

**John Peet**  
Performance & Reporting Coordinator  
8841 3448 or 0458 592 570  
John.Peet@sa.gov.au

**Michelle Simes**  
Team Leader, Administration & Governance Services, Clare  
8841 3407

**Natural Resources Centre**  
155 Main North Road, CLARE 5453  
(08) 8841 3400