

Guidelines for Applicants

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Aim

To achieve positive environmental outcomes through meaningful learning experiences for students across a variety of educational institutions. Projects about and for the environment equip the next generation with skills, knowledge, and enthusiasm to value and actively protect the natural environment.

Objectives

- To facilitate the development and implementation of environmental education projects in all local educational institutes, such as but not limited to Early Childhood Learning Centres, Primary and Secondary Schools, TAFE, and Universities.
- To assist students in addressing local environmental issues.
- To promote the exchange of ideas and experiences about the environment between students and the community.

Overview

The Habitat Bunbury Program provides grants to undertake projects that protect and enhance the natural environment within the City of Bunbury. Each application can apply for grant funding of up to \$5,000.

Examples of possible projects include:

- Revegetation and restoration
- Fauna protection
- Wetland/waterway ecosystem health
- Coastal management
- Ecological surveys and studies
- Community education/collaboration

Ensure that any proposed projects are working towards a more sustainable future. Preference will be given to projects that include a sustainability element.

Operation of the Grant

Application Period

Applications will open on 2nd of August and close on 31st of August. The 1 month period will allow applications to enter a pool. After the application deadline, all applications will be assessed and offers will be made within a 1 month timeframe.

Each application will be assessed in accordance with the City assessment criteria.

Project Timeframe

Projects must be completed within one year of the receipt of funding. However, if extenuating circumstances present then a variation will be considered.

GST

All grants provided through the program are subject to GST. The City of Bunbury, therefore, requires successful applicants to provide a tax invoice for the approved amount plus GST.

Administration and Operational Expenses

The City will consider funding any operational and administrative expenses if they directly relate to the project. There must be a tangible benefit to the City of Bunbury. The Costs will need to be justified in the budget.

Capital Expenditure

Funds for the purchase of capital items will be considered where the items result in direct tangible environmental education outcomes and where the purchase of the items is not deemed to be a part of the core business of the educational institute e.g. a water tank. These costs need to be detailed and justified in the budget.

Written Quotations

A minimum of one written quotation must be provided for any goods or services outlined in the budget. For costing greater than \$2000 a minimum of three written quotations is required to align with the City of Bunbury's purchasing policies. Links to websites where the product is adequately described, and the cost is clear are considered to be suitable as written quotes.

Unspent Funds

Funds that are not spent at the end of the project are to be returned to the City of Bunbury.

Conflict of Interest

Applicants are required to declare any real, potential, or perceived conflict of interest that they may be aware of in relation to the awarding of the grant. This is particularly relevant where the project for which funds are being sought is to be carried out by the applicant or a contractor closely associated with the applicant, or where the applicant will derive a personal benefit from the project.

Project Variations

Any proposed project variation must be approved by the City of Bunbury prior to implementation.

The City must approve any changes to project timelines, expenditure of funds, and changes to the overall project prior to implementation.

Approvals and Permits - advice for undertaking on-ground work

Applicants should note that a range of environmental areas and features in the City of Bunbury:

- Native flora and fauna;
- Wetlands; and

- Aboriginal heritage sites etc.

On-ground works have the potential to impact such matters and permits and approvals may be required to undertake the proposed work.

Please contact the Habitat Bunbury Program Coordinator to determine whether your project is likely to require any permits or approvals prior to the submission of a grant application under the Habitat Bunbury Program (N.B. copies of permits etc. must be attached to the application form).

The City of Bunbury Will Not Fund:

- Core business operational and administrative costs including insurance and salary expenses; and
- Projects reliant on funding through the Habitat Bunbury Program over successive years. Whilst educational institutes are encouraged to apply for funding each year, there is no guarantee funding will be awarded.
- Applications that do not meet the criteria or do not provide the required documents e.g., quotes, budgets, and timelines.

Eligibility

Grant applications will be assessed for eligibility based upon the following criteria:

- The proposed project must be aligned with the Habitat Bunbury Program Aim and Objectives (Ref above);
- Applications will only be considered for projects within the City of Bunbury.
- Grants will only be available for projects that outline and deliver clear positive environmental outcomes for the City of Bunbury's natural environment.
- No grant will be considered retrospectively, i.e. projects must not commence prior to the notification date.
- Applicants must have appropriately acquitted all prior funding received from the City of Bunbury to be eligible for funding through the Habitat Bunbury Program and provided final reports on previous projects.
- The project must be able to be completed within one year of receiving funding (N.B. timeline variations will be considered under extenuating circumstances).
- To ensure an equitable distribution of available funding, the City of Bunbury encourages all educational institutes to undertake one project funded by the Habitat Bunbury Program at a time. However, Council may fund concurrent projects at an institute under certain circumstances e.g. in the event of poor grant uptake.
- Projects on private land will be considered on a case-by-case basis, the grant money must positively influence the City's natural environment.

Assessment Criteria

The following criteria will be used to assess your application:

1. Is the project consistent with the Habitat Bunbury Program Guidelines for Applicants?
2. Is the project methodology sound (e.g. Project Plan, Project Budget, timeline, etc.), and are the project objectives achievable?
3. What degree of benefit is a) the educational institute and its students and b) the City of Bunbury's environment likely to receive as a result of the project?
4. Does the project provide value for money? (e.g. in-kind contributions (salary of teachers and students are not considered an in-kind contribution), other financial contributions, partnerships, etc.).
5. Does the project incorporate sustainability initiatives?

Assessment and Approval Process

Applicants will be notified by the City of Bunbury following receipt of an application for Habitat Bunbury Funding.

A panel of officers from the City will assess the application against the assessment criteria and make recommendations regarding its suitability to the City's Executive Team, who have the final decision regarding the funding.

The Habitat Bunbury Program Coordinator will then contact applicants regarding the outcome of their application and prepare a funding agreement for successful applicants.

An exact timeframe for the application process cannot be provided, however, it is reasonable to expect an outcome within two months of the submission date.

Obligations of Successful Applicants

Successful applicants will be required to:

- Sign a Project Funding Agreement that sets out the terms and conditions of the grant;
- Provide a tax invoice for the grant amount inclusive of GST to the City of Bunbury;
- Seek prior approval for all project variations from the City of Bunbury;
- Appropriately acknowledge the City of Bunbury as the source of funding for the project. Please note, that all acknowledgement requirements are detailed in Appendix 1;
- Keep a copy of all tax receipts and invoices obtained through the purchase of goods and services associated with the project for reporting purposes;
- Provide a Project Progress Report at the midway point of the project;
- Provide a Project Final Report within two months of completion of the project; and
- Ensure all unspent funds are to be returned to the City of Bunbury at the end of the project.

Failure to comply with grant conditions, including the provision of a Project Final Report, may influence the awarding of future grants.

Reporting

A midway progress report including expenses to date must be submitted at the halfway point of the project timeline.

A Project Final Report including a financial acquittal, copies of tax invoices, and a summary of key project outcomes must be submitted online via the Smarty Grants website to the City of Bunbury within two months of completion of the project.

Any variations required during the project timeline must be assessed and approved by a City staff member.

The City of Bunbury will provide all templates for reporting purposes.

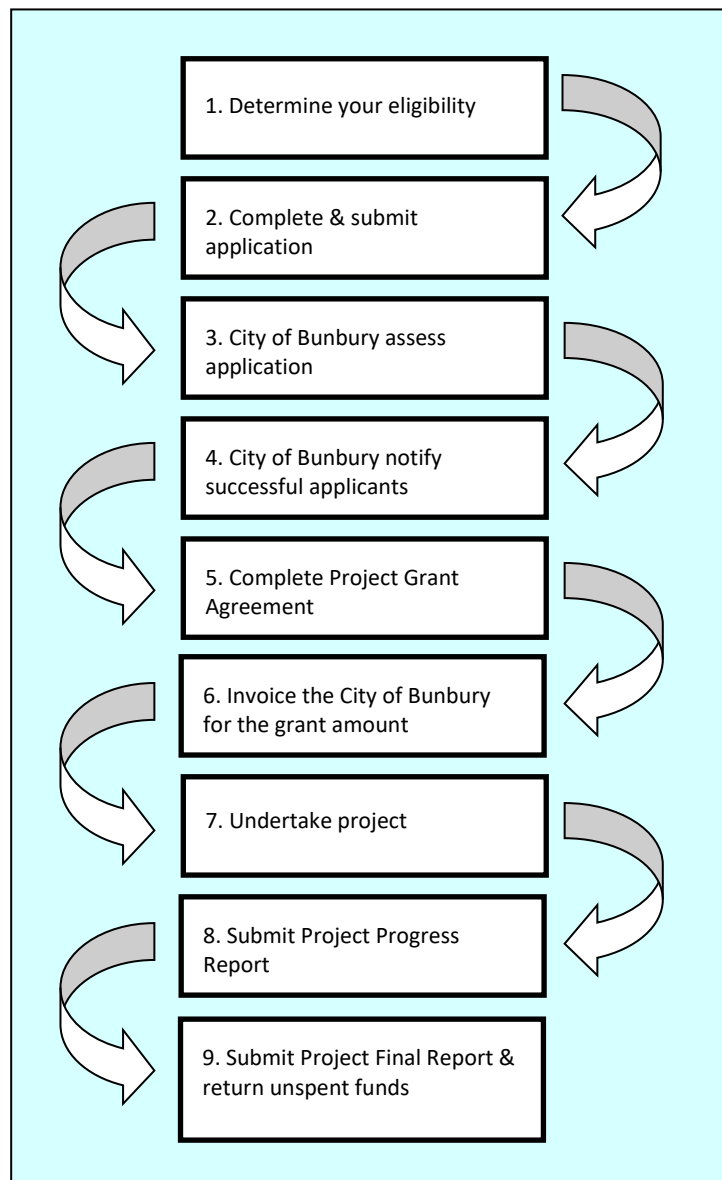
Submitting Your Proposal

To apply please visit the [Home Page - City of Bunbury \(smartygrants.com.au\)](http://smartygrants.com.au) to submit your application for this year's Habitat Bunbury Grant Pool.

Where to send your application form

Postal Address	Hand Delivered	Email
Habitat Bunbury Program Environmental Officer City of Bunbury PO Box 21, Bunbury WA 6230	Habitat Bunbury Program Environmental Officer City of Bunbury 4 Stephen St Bunbury	records@bunbury.wa.gov.au

Habitat Bunbury Program Application Process Overview



Appendix 1. Habitat Bunbury Acknowledgement Requirements

The City of Bunbury contributes significant financial resources to the community and not-for-profit organisations each year for the provision of a variety of services. It is important that the community of Bunbury recognises this support and has an awareness of the role these services play in the development of our community. The following acknowledgement obligations will ensure that the City of Bunbury's support of the Habitat Bunbury Program is fully acknowledged.

Acknowledgement Requirements

- Ensure all promotional material relevant to the Habitat Bunbury Program (posters, print advertisements, television advertisements, flyers, invitations, programs, yearbook, etc), includes the acknowledgement statement, *'A joint project between the City of Bunbury and ----- '* (insert the name of your educational institute) together with the City of Bunbury corporate logo.

All printed and electronic material generated that contains the City of Bunbury corporate logo and acknowledgement statement should be forwarded to the City of Bunbury Public Relations Officers for approval prior to production. An electronic version of the logo will be forwarded upon request.

- Verbally recognise the City's funding support at all major public events that promote or involve the Habitat Bunbury Program (Launches, Exhibition Openings, Public Open Days, VIP Functions, etc).
- Display the City of Bunbury banner at all major public events that promote or involve the Habitat Bunbury Program (banners will be supplied by the City of Bunbury).
- Ensure the Mayor and all Councillors are invited to any public occasions presented by the organisation involving the Habitat Bunbury Program.
- Permit the City to use, as required, photographs of people and projects involved in the Habitat Bunbury Program. These photographs will only be used with prior and appropriate consent and may be published, for example, in the City's annual report, website, other publications, or displayed at a Habitat Bunbury Celebration Event.