

Protection of the Environment Trust Grant Program

BACKGROUND

What is the Protection of the Environment Trust?

The Protection of the Environment Trust (the trust) was established in 2006 with a twofold purpose:

- To promote the protection and enhancement of the natural environment or of a significant aspect of the natural environment and in particular, the conservation of flora and fauna indigenous to the Local Government area; and
- For the provision of information or education or the carrying on of research about the natural environment or a significant aspect of the natural environment in particular relating to flora and fauna of the area for the benefit of persons with the Local Government area.

What is the Protection of the Environment Trust Grant Program?

The Protection of the Environment Trust is able to provide small amounts of financial support to individuals, groups and organisations in the community that are able to deliver projects and works that contribute to the stated purpose of the Trust. The projects and works are not restricted to on-ground activities.

The Protection of the Environment Trust may elect to preferentially fund projects that are consistent with a particular topic or theme within the Trust's stated purpose. The Trust may, for example, choose to fund different organisations to deliver complementary projects about a significant native species.

The grants program is open to community groups and organisations, incorporated associations, not-for-profit organisations, non-commercial cooperatives, education organisations and research organisations.

Available Funding

The annual funding available for the Protection of the Environment Trust is in the order of \$60,000, however this amount may vary between years. The Trust will aim to fund multiple projects each year with available funds. Funding requests by eligible applications should therefore be scaled accordingly.

Program Information and Guidelines

Please [click here](#) to read the full Protection of the Environment Trust Grant Guidelines for additional information including criteria, eligibility and program objectives.

INFORMATION FOR APPLICANTS

1. Expected Program Outcomes The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as the Gosford Local Government area. These outcomes should deliver on either or both of the following objectives:

1.1 Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area. 1.2 Provision of information and education of

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carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

2. Types of Activities/Projects Supported 2.1 On-ground projects that are consistent with the purpose of The Trust. 2.2 Information, education programs and/or activities that are consistent with the purpose of the Trust. 2.3 Research that is consistent with the purpose of the Trust.

3. Eligibility 3.1 Applicants must be a legally constituted not-for-profit organisation or be auspiced by a legally constituted not-for-profit organisation. 3.2 The applicant must be able to demonstrate capability to obtain all regulatory approvals for the event/project/activity, if relevant, before receiving funding. 3.3 All applicants must meet the grant program eligibility criteria and address one or more program outcome(s).

4. The following are ineligible 4.1 Applications that are not consistent with the purpose of the Trust. 4.2 Incomplete applications. 4.3 Applicants who have overdue acquittals from previous funding from the Protection of the Environment Trust. 4.4 Applications for purchases or expenses related to privately owned items. 4.5 Applications seeking funds for projects which may have an adverse impact on neighbouring residents or businesses. 4.6 Applications where the consent of the land owner(s) is not provided in writing. 4.7 Applications seeking funds for salaries, accommodation or travel costs that are not directly related to the project activities.

4.8 Applications seeking funds for projects of a commercial nature that is for profit or that raise funds for philanthropic purposes for other organisations. 4.9 Applications seeking funds for goods or services to 'on-sell' for a commercial benefit and without prior approval of the Trust. 4.10 Applicants who have an outstanding debt to Council or are seeking funds for debt repayment.

5. Assessment Criteria

Each application will be assessed as follows: 5.1 Applicant addresses an outcome consistent with the purpose of the Trust as outlined in Section 1. 5.2 The funding request has a clear beginning and end, or demonstrates that any ongoing or recurrent costs can be met by the applicant once grant funding has been expended. 5.3 The extent to which the budget is comprehensive, realistic and provides value for money. 5.4 Demonstrated need to ensure financial viability of the activity. As funding is limited, not every application that meets the assessment criteria will necessarily be successful. Consideration may be given to part-funding of a project.

6. Assessment Process 6.1 Applications are only accepted through Central Coast Council's website: www.centralcoast.nsw.gov.au and the appropriate online application form. Assistance is provided to any group or individual if requested to ensure access and support with the online system. 6.2 Applications will be assessed by the Protection of the Environment Trust Committee and reported to Council. 6.3 The Protection of the Environment Trust and/or Central Coast Council have the right to request further information in considering any application, as well as the right to reject any application that does not meet the assessment criteria. 6.4 The Protection of the Environment Trust has the right to award a different amount than applied for if it is assessed that the amount requested is not justified by the information provided in the application, or the full amount is not available at the time of the request. 6.5 All decisions of the Trust are final and no negotiations will be entered into.

7. Notification and Payment 7.1 All applicants will be notified of the outcome of their application. 7.2 Unsuccessful applicants are encouraged to seek feedback from the Trust contact about their application, to assist in later applications. 7.3 Successful applicants will be required to sign a Funding Agreement outlining the requirements of their grant. The Funding Agreement must be signed before funding will be provided. An invoice

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must accompany the completed Funding Agreement. 7.4 Projects are typically to be completed within 12 months of receiving grant funding from the Trust. 7.5 Successful applicants may be required to provide an interim report on their project as per their Funding Agreement. 7.6 A final project report must be submitted no later than 12 months from the commencement of the project. The project report is to include evidence of the project outputs (including where applicable; before and after photos for the on-ground works, copies of education, information materials produced and research results). All funds need to be acquitted as detailed in the Funding Agreement. 7.7 Applicants that do not complete and return a final report by the due date may be ineligible for future funding from the Trust. In the case of any foreseeable delays in project completion, applicants must contact **POET@centralcoast.nsw.gov.au** for possible extension.

8. Additional Information 8.1 For incorporated organisations, the following documentation will be required to be provided with your application: • A copy of your most recent audited financial statement (or a statement of income and expenditure signed by your finance manager, if your organisation is not subject to audit requirements). • Your organisation's most recent Annual Report – minimum of Form A12, if this is your annual reporting obligation to the NSW Fair Trading. • A copy of your organisation's Certificate of Incorporation or evidence of being a legally constituted not-for-profit organisation or Authority to Fundraise from the NSW Office of Liquor, Gaming and Racing. • A copy of your organisation's public liability insurance certificate or a written quotation for public liability insurance cover for \$20 million. 8.2 Applicants will be requested to provide two quotes for each item valued at \$1000 or more for capital works and/or equipment. 8.3 Offers of funding by The Protection of the Environment Trust in no way implies any on-going funding commitment or obligation by the Trust. 8.4 Approval of a grant does not imply that Central Coast Council has given any consent required for the project or works. Applicants should note that events and the use of Council facilities or land have established approval processes that must be followed. Applicants are reminded to consider approval processes in their project planning. 8.5 To ensure an accountable and transparent assessment process is maintained, Council staff and funding assessors are required to declare any potential pecuniary or non-pecuniary conflict of interest. 8.6 All written and verbal communication regarding an application will only be with the applicant of the contact person listed in the application.

Lodging an Application To lodge an application, please click on the link and follow the instructions: **<https://centralcoast.smartygrants.com.au/POET202223>**

Ask us a Question

For any further questions, please send an email to: **POET@centralcoast.nsw.gov.au**

Organisation Information

* indicates a required field

Organisations Details

Organisation Name *

Organisation Email *

Must be an email address

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Organisation Postal Address

Address

Suburb State Postcode

Must be an Australian post code

Organisations ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Is your organisation Not For Profit? *

- ☐ No
☐ Yes

Is your Organisation Incorporated? *

- ☐ No
☐ Yes

Briefly describe what services, activities and/or facilities are offered by your organisation? *

Word count:

Must be no more than 50 words

Contact Person Details

Contact Person *

Title

First Name

Last Name

Contact Person Email Address *

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Contact Person Phone Number

Contact Person Mobile Number *

Position in Organisation *

Applicant must hold a position listed

Project Information

* indicates a required field

Project Details

Project Name *

Describe your proposed project / activity? *

Word count:

Must be no more than 250 words

Proposed Start Date *

Must be a date

Proposed Finish Date *

Must be a date

What is the location of your project *

Are you as the applicant, the owner of ALL the land referred to in this application? *

☐ Yes

☐ Not applicable, provide reason below

☐ No, please see instruction below

INSTRUCTION: If you are NOT the owner of the land, you will need to attach a Letter of Consent from all the legal landowner/s, which includes any conditions that may apply. Please attach the Letter of Consent/s at the end of this application.

If your answer to the above question is Not applicable, please provide reason

Have you recieved funding under this program in the past?

☐ 2019

☐ 2018

☐ 2017

☐ 2015

☐ 2014

☐ 2013

☐ 2016

☐ 2012

KEY CRITERIA

EXPECTED PROGRAM OUTCOMES

The expected outcomes of grants funded by the Protection of the Environment Trust are to be consistent with the intentions of the Protection of the Environment Trust and to benefit the geographic area formerly identified as Gosford Local Government area. These outcomes should either or both of the following objectives:

1. Promotion of the protection or conservation of the natural environment, an aspect of it, or flora and fauna indigenous to the area.
2. Provision of information and education or carrying out of research about the natural environment, an aspect of it, or flora and fauna indigenous to the area.

Explain how your project meets the expected program outcomes:

Additional Criteria

COMMUNITY BENEFIT:
How will the community benefit from your project?

SUCCESS: How will you measure the success of your project?

VALUE FOR MONEY: How does the project offer value for money?

SUSTAINABILITY:
How does the project demonstrate ongoing sustainability including Economic, Social, Environmental and Governance?

How will your group manage and maintain this project without continuing financial help from the Trust?

Project Budget

* indicates a required field

Budget Information

It is important to provide an accurate budget.

The budget shows the organisation/applicant contribution in cash or in-kind and identifies the cash contribution/resources requested from the Trust for the project.

To calculate in-kind community contributions use the cost price of the supplies, materials, or services contributed as a guide. To calculate the volunteer time or labour you contribute to a project, use the fee of \$25 per hour. For professional or contractor fees, use \$75 per hour.

Please note: Any capital work of equipment items that are valued at \$1000 or more will need to have two or more accompanying quotes with the submission.

Amount of Funding Being Applied For:

Requested Trust Contribution (Table A)

| Project Item | \$ Value |
|--------------|--------------------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | Must be a dollar amount. |

Value of In-kind activities and Cash you are contributing to the Project

Applicant Contribution - In-kind (Table B)

For example resources, volunteer time, labour etc. at no cost to the project.

| Project Item | \$ Equivalent Value |
|--------------|---------------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Applicant Contribution - Cash (Table C)

| Project Item | \$ Value |
|--------------|----------|
|--------------|----------|

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| | |
|--|--------------------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | Must be a dollar amount. |

Total Project Cost *

\$

This number/amount is calculated.
Must be a dollar amount

The Total Project Cost figure is equal to the total value of all items listed in the budget Tables A, B & C.

Total Amount Requested from Trust *

\$

This number/amount is calculated.
Must be a dollar amount

The Total Amount Requested from the Trust figure is equal to the total value of all items listed in Table A.

Is there any other funding sources being sought for this project? *

☐ No

☐ Yes

If Yes, please list

Eg. Fundraising

Attachments

Please attach the following documents prior to submitting your application

Organisations Certificate of Incorporation

Attach a file:

Current Certificate of Public Liability Insurance and/or professional indemnity

Attach a file:

Supporting documents / information, eg.

Attach a file:

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Business Case, Letters of Support.

Only if needed

Attached two quotes for each capital work project and equipment over \$1000.00

Attach a file:

Landowner 1, Letter of Consent

Attach a file:

*including any conditions that may apply

Landowner 2, Letter of Consent

Attach a file:

*including any conditions that may apply

Landowner 3, Letter of Consent

Attach a file:

*including any conditions that may apply