

Community Grant Guidelines 2021



Community Grants Guidelines 2021

Opening date:	5 July 2021
Closing date and time:	12:00 midnight on 8 August 2021
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1. About the Community Grant program and objectives

Everyone has a role to play in creating a sustainable future for our region.

Fitzroy Basin Association Inc. (FBA) is a Natural Resource Management (NRM) community-based organisation that works in partnership to protect natural assets and promote sustainable land management. The Fitzroy NRM Region is the largest catchment flowing into the Great Barrier Reef and we support projects that foster community stewardship and participation, monitor and enhance the health of our local landscapes, habitats and waterways.

FBA's Community Grants are designed to enable the community to participate in innovative and grassroot environmental initiatives that engage and empower communities to have an influential role in the planning and delivery of natural resource management within the Fitzroy Basin region.

Members of the public are encouraged to submit to FBA their project ideas that provide opportunities for the community to participate in, and deliver, natural resource management projects across the Fitzroy Region. Applicants may include but are not limited to community groups, Traditional Owners, landholders, individuals and businesses with a project anticipated to have significant public benefit.

The Community Grant program is supported by funding from the Australian Government under their Regional Land Partnerships (RLP) program. Hence, grants must align with the following Australian Government RLP Outcomes:

1. The ecological character of Ramsar sites is maintained or improved.
2. The trajectory of species targeted under the Threatened Species Strategy, and other EPBC Act priority species, is improved.
3. The natural heritage Outstanding Universal Value of World Heritage properties is maintained or improved*.
4. The condition of EPBC Act listed Threatened Ecological Communities is improved.
5. The conditions of soil, biodiversity and vegetation are improved.
6. Agricultural systems have adapted to significant changes in climate and market demands.

See the following link for further information on Regional Land Partnerships Evaluation Plan - <http://www.nrm.gov.au/publications/regional-land-partnerships-evaluation-plan>

The intended outcomes of the program are also in line with FBA's Community Participation Outcomes:

- Communities have an influential role in planning and delivery of Natural Resource Management (NRM) within the FBA.
- Increased community involvement and participation in NRM activities.

2. Community Grant amount and grant period

A Community Grant can be funded for projects that take up to twelve months to complete and can be funded for an amount up to \$15,000 (excluding GST).

FBA may announce one or more grant rounds in a calendar or financial year. Grant funding and its subsequent announcement and release is dependent upon FBA's available funds and future grant funding rounds are not guaranteed.

3. Eligibility criteria

3.1 Who is eligible to apply for a grant?

To be eligible for a Community Grant, an applicant must have an address located in the Fitzroy Region area. Applicants must also have an Australian Business Number (ABN).

However, if your group wants to apply for funding, and you are not incorporated and do not have an ABN, you may like to approach another organisation about entering into an 'auspicing' arrangement.

Collaboration between institutions (e.g. organisations, research institutes, media organisations, community groups, government) will be highly regarded, as will activities that involve co-contribution to the project. Co-funded applications are eligible.

The applicant can only apply for one (1) Community Grant per project. Projects will not be funded for the same activities across consecutive grant rounds. Recipients of other grants are eligible.

3.2 Who is not eligible to apply for a grant?

- Those located outside of the Fitzroy Region
- Applicants who have already received FBA Community Grant funding for the same activities
- An individual employee of FBA or a government entity

Further information:

Information on developing an [auspice agreement](#)

Map of eligible project locations: [Fitzroy Region map](#)

Examples of [past projects](#) undertaken in partnership with our community

4. What the Community Grant can be used for

4.1 Eligible grant activities

Innovative project ideas addressing new or novel approaches to natural resource management and high levels of community involvement are encouraged.

On-ground projects

- Projects should conserve, enhance or restore endemic species and ecosystems and/or foster sustainable land management practices while also involving the community.
- Activities may include, but are not limited to: revegetation, pest flora and fauna control, source reduction of pollutants, protect/ improve soils, dune restoration, erosion mitigation/ control, scientific monitoring and/ or trials.
- Projects should focus on a catchment or environmental system (preference will be given to projects that improve a greater area rather than small unconnected project sites).

Engagement projects

- Projects should grow community capacity to sustain, protect and enhance our natural environment. These projects can include actions to change behaviours or attitudes, and to measure this change.
- Activities may include but are not limited to: hands on environmental activities, training, events, workshops, citizen science activities, education and awareness materials or programs and behavioural change products.
- Grant applications that link to or include an on-ground component are encouraged.

5. The Assessment Criteria

Applications must clearly align with at least one of the RLP Outcomes to be eligible.

Applicants must explain the project objectives and how the project is related to at least one of the RLP outcomes listed in section 1 above.

A Community Grant Assessment tool has been designed to assist FBA to clearly identify priority projects and to ensure projects align with:

- RLP Outcomes and Objectives; and
- FBA's Community Participation Outcomes

The Community Grant Assessment tool includes weighted assessment criteria as follows:

Assessment Criteria A – The project intent (objectives) and design (inclusions) and its likelihood to increase community awareness, participation, connectedness and stewardship (weight: 50%)

Applicants must include relevant detail in regard to the project location, the reason the activities are important or of value, alignment with one or more of the RLP Outcomes, how the project will be carried out, and what the activities will be (including any measurement and monitoring proposed). Innovative or unique approaches are not a pre-requisite but are encouraged. Relevant project or site history and intentions for long-term project maintenance (if applicable) should be included, as well as the level of community involvement or engagement planned and how the project (and funding) will be promoted & recognised.

Assessment Criteria B – Capacity, capability and resources to carry out the project (weight: 50%)

These criteria assess the skills, experience and capacity of the applicant to deliver the project or grant activities. Information regarding financial management, workplace health and safety, risk management and reporting is important to include. Value for money and in-kind contributions is considered (these should be documented in a Project Budget Estimate that forms part of the application). Past successful delivery of projects with FBA or other investors will also be considered.

6. How to apply

To apply you must:

- complete the online Community Grant application form on the Fitzroy Basin Association website at <https://www.fba.org.au/services/community-and-volunteers/funding-and-assistance/>
- provide all the information requested
- include all necessary attachments
- submit your application by the closing date.

FBA's Community Participation Officers perform a support role in the Community Grant program and will ensure all applicants have appropriately addressed all relevant information required on the application form and included all relevant attachments. Applicants may be contacted to clarify information provided or may be requested to provide additional information required by FBA to appropriately consider and properly assess the application.

7. The Community Grant selection process

7.1 Assessment of grant applications

We consider eligible applications through a non-competitive grant process. The number of grants awarded will depend on the number of eligible applications received and the available funding pool at a given time.

Applications will be assessed by FBA using a Community Grant Assessment Tool. This assessment will be undertaken by reviewing the detail provided in grant applications and assessing this detail against the Assessment Criteria listed above in Section 5 (Parts A & B). Technical experts may be sought by FBA, as needed, to assess project approaches proposed by applications.

7.2 Who will assess applications?

The grant review process will be undertaken in a manner that ensures a separation of duties between staff supporting with and receiving applications, and between staff assessing and approving grants.

FBA's Community Participation Officers will refer all complete, eligible applications to FBA's management for assessment and decision.

Assessment will include ranking applications using weighted assessment criteria (refer Section 5). FBA will involve a minimum of two staff in the assessment process.

7.3 Who will approve grants?

Following assessment, a recommendation will be made on grants to be awarded by a member of the FBA Senior Management Team. Recommendations to award grants will be provided to FBA's Chief Executive Officer (or suitable delegate) for final review and decision, in accordance with FBA's financial delegation policies.

The approved decision/s will include the recipient, the activities of the grant, the amount to be funded and the relevant terms and conditions.

8. Notification of application outcomes

FBA's Community Participation Officer/s will provide all applicants with a written response. Feedback on applications can be requested at this time.

9. Successful grant applications

9.1 Supported Project Planning and the Community Grant agreement

FBA's Community Participation Officers will work with successful applicants to complete FBA's Project Planning document and enter into a Community Grant Agreement.

The Project Planning stage will include consideration of activities and timelines specific to the project including a scheduled meeting or field visit to the project site by FBA. FBA's monitoring, evaluation and reporting requirements, as set out in the Community Grant Reporting document, will be further explained during this planning stage.

9.2 How we pay the grant

The successful project must be delivered within the agreed timeframe. While timeframes for projects should be proposed during the Community Grant application stage, timeframes are subject to negotiation (between FBA and applicant) and will be clearly documented in the Agreement to be signed by both FBA and the successful applicant.

Only costs incurred after an applicant has received the funding approval can be claimed as part of the project expenditure, regardless of whether the project is new or already exists.

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions by the applicant
- any in-kind contributions by the applicant and its project participants

FBA will make payments according to an agreed Payment Schedule set out in the Agreement.

10. How we monitor your grant activity

10.1 Keeping us informed

FBA's Community Participation Officers will work with the successful applicant to undertake the Community Grant activity as set out in the Community Grant Agreement.

FBA will manage the grant by working with the applicant, monitoring progress and making payments as invoiced. FBA also requests invitations to attend or support any events funded by the grant and for site visits to see project progress.

10.2 Reporting

FBA will evaluate the specific Community Grant activity and the project during and after the completion of the project. FBA's Community Participation Officers will remind you of your reporting obligations before a report is due.

10.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your Community Grant Agreement (e.g. extend implementation timeframe or reporting due date). You should not assume that a variation request will be successful. We will consider your request based on provisions in the Grant Agreement and the likely impact on the outcomes your grant intends to achieve.

10.4 Evaluation

FBA will evaluate the project to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the Community Grant affected you or other members of the community to evaluate how effective the program was in achieving its outcomes.

10.5 Acknowledgement

At the Community Agreement stage, all applicants will receive *FBA's Communication Requirements for Community Grants and Bursary Recipients* document that clearly sets out the appropriate and required acknowledgment process and procedures.

The FBA Communications Team will support all successful applicants with this process.

11. Probity

FBA has a suite of organisational policies and procedures, and strong organisational values, that guide staff in their actions (including those actions specific to procurement) to ensure integrity, fairness and honesty.

11.1 Conflicts of interest

Any conflicts of interest could affect the performance of the Community Grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if FBA's staff, any member of a committee or advisor, yourself (as an individual) or any of your personnel has:

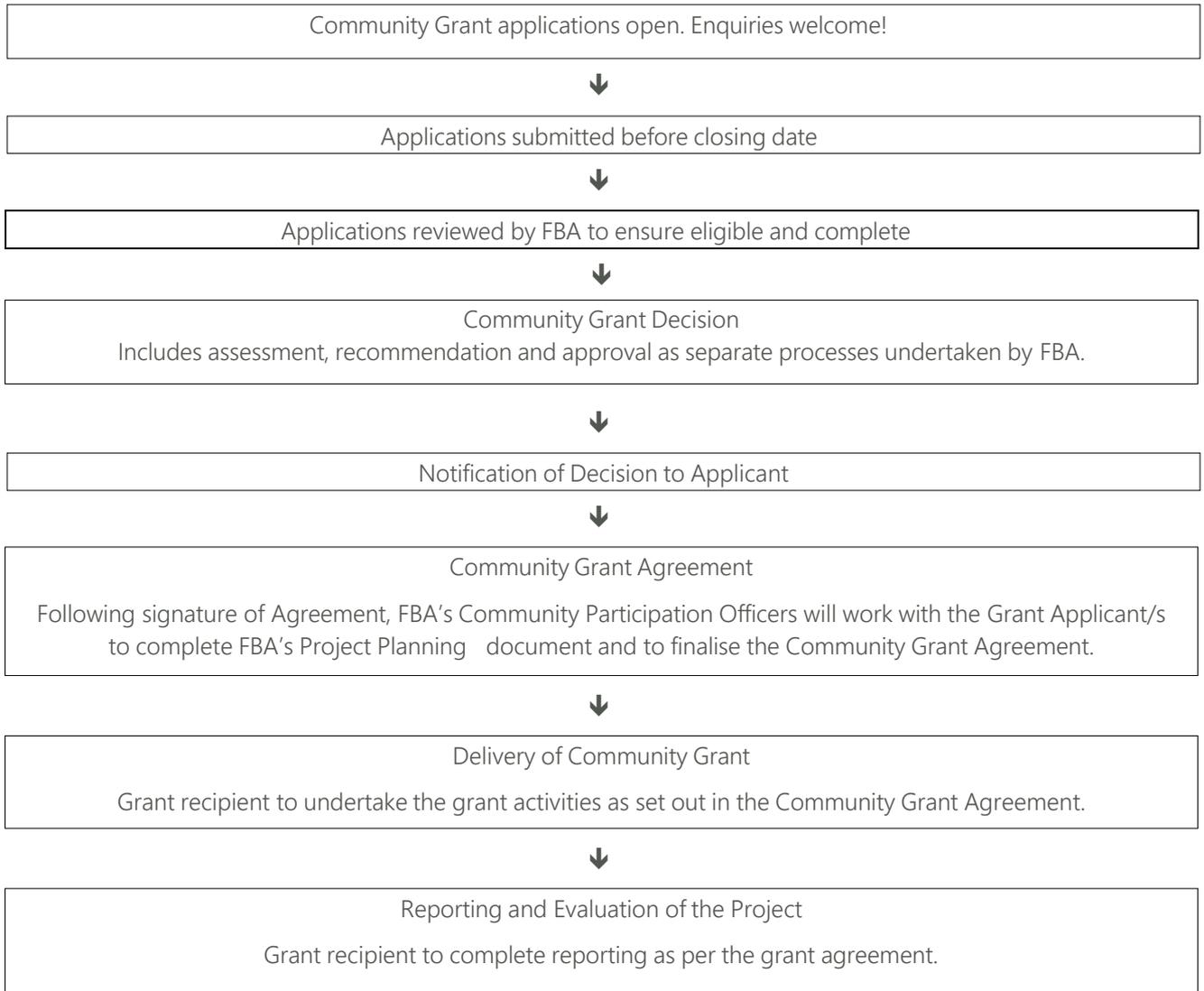
- a professional, commercial or personal relationship with a party who is able to influence the application selection process,
- a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently, or has
- a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program / grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests, or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform FBA in writing immediately to email addresses below.

Conflicts of interest for FBA staff will be handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). FBA staff, and any consultants involved in the assessment and decision of the application, must also declare any conflicts of interest and remove themselves from the application approval process.

Community Grant Process Diagram



For further support, please contact FBA for advice:

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