



HUON VALLEY COUNCIL

NRM Environment Grant Guidelines 2025

Introduction

Huon Valley Council allocates annual funding to support environmental projects in the Huon Valley undertaken by environmental care groups such as Landcare, Coastcare, Wildcare and 'Friends of' groups.

What can you apply for?

NRM Project Grants:

Eligible projects include engagement events and on-ground works aimed at protecting and enhancing natural values and increasing community participation in natural resource management. Activities may include revegetation works, priority weed management, community events, and citizen science-type data collection.

Project grants up to a maximum of \$4,000 are available. Priority is given to projects that demonstrate a broader community benefit.

NRM Support Grants:

Support grants are available to provide equipment and training for community groups to support their ongoing work. Support grants may be provided to purchase tools, or sponsor training such as First Aid, Chem Cert, Work Health and Safety, or other relevant training (e.g., conferences).

Support grants up to a maximum of \$500 are available.

Combined Grants:

Applicants may apply for a combination of the above, to a maximum of \$4,500.

Who can apply?

Environmental care groups, which includes Landcare, Coastcare, Wildcare and 'Friends of' groups, located within the Huon Valley.

Private property owners can apply for a grant; however, they must have a property-based Landcare Tasmania group membership and insurance or be operating under an existing care group to be eligible.

Go to https://www.landcaretas.org.au/become_a_member for more information on Landcare Tasmania membership.

How to Apply

Applications can be made by completing the application form available on the Huon Valley Council website www.huonvalley.tas.gov.au.

If you are having difficulties, please email hvc@huonvalley.tas.gov.au or telephone (03) 6264 0300 and we will be happy to assist you.

Council's NRM Coordinator can assist with providing advice and support for the duration of the group's project.

Key Dates for Applications

NRM Grants will be accepted in February each year. Applications for funding including all required supporting documentation, must be submitted before 5pm on the closing date nominated below:

| | |
|-----------------------------------|------------------|
| Grant Applications open: | 13 December 2024 |
| Grant Applications close: | 3 March 2025 |
| Advice distributed to applicants: | 4 April 2025 |
| Acquittal: | 30 June 2026 |

Project Eligibility

To be eligible to be assessed for an NRM Grant, applications must meet the following criteria:

- The activity must pose negligible risk to natural values.
- The applicant must have current membership and insurance with Landcare Tasmania or Wildcare.
- The project site must lie at least partly within the Huon Valley Council Municipal area.
- Groups seeking funding for works on private land need to demonstrate public benefit.
- The application form must be fully completed, and all supplemental documents submitted by the closing date.
- For on ground works, proof of landowner permission (for example, a current Crown works permit or a signed letter from a private landowner) must be provided.
- Applicants must provide evidence of the group's current insurance cover with their application.
- The applicant is required to fully disclose any other funding sources.
- The applicant must consider what is required to undertake the project and include reasonable timeframes to ensure the project is completed on schedule.
- Where required, consultation with local Aboriginal groups must be demonstrated with respect to potential impact on Aboriginal Heritage values.
- The project must demonstrate alignment with Huon Valley Council NRM Strategic Objective 1: *To protect and enhance natural land, coast and waterway systems and the flora and fauna that relies on them and the cultural and natural values within them.*

Ineligible Applications

Applications will be ineligible if they do not comply with the eligible criteria listed above and/or if:

- The applicant has not fulfilled the conditions of a previous grant by its due date or agreed extension date.
- The applicant has received a Huon Valley Council grant but has failed to achieve the intended deliverables and outcomes.
- The applicant has received another Huon Valley Council grant for the same project within the same financial year.
- Projects that have potential to make significant profit and/or where other funding sources are considered more appropriate.
- The application is for funding which will pay for:
 - Ongoing administration or operational costs. This includes general expenses for ongoing operation of your organisation/group including such things as staff costs, administrative and miscellaneous expenses. In the case of schools this also includes costs associated with the employment of teaching/support staff and/or the delivery of curriculum.
 - Donations or fundraising projects which support the recurrent operations of the applicant.
 - Remissions of rates.
 - Retrospective payments or projects that have already been undertaken, or commenced, prior to the lodgement of the application.
 - Funding of capital works, construction of, or improvements to buildings.
 - Funding for individuals, individual pursuits or professional development (NRM Project Grant only).
 - The core delivery of national conferences or seminars to be staged in Hobart; or
 - School camps or travel expenses for sporting trips, civic, political events or similar trips or excursions.

Assessment Criteria

Eligible applications will be assessed against the criteria listed below.

While applications can be submitted for projects which have been funded in previous years, this does not automatically ensure continued grant support. Council's determination of project feasibility and public benefit is final.

NRM Project Grants:

1. Feasibility is clearly demonstrated and, when relevant, projects incorporate scientific rigor.
2. Clearly quantifies the benefits and/or improvements to natural values expected because of the project (including map of on-ground works).
3. Clearly demonstrates the extent of in-kind support and provides a minimum of 1:1 in-kind contribution (volunteer labour for example).
4. Demonstrates value for money and will clearly deliver significant public or community benefit.
5. Demonstrates the group's capacity to maintain outcomes beyond the grant period.

NRM Support Grants:

1. Demonstrates how the equipment and/or training will support the group to undertake their environmental work safely and to a high standard.
2. Demonstrates the extent of expected increase in skills, ability and/or capacity of the group (how many members will be involved, how skills/knowledge will be transferred to members not involved).

Project Budget

Clear budget information will allow the Assessment Panel to understand your project or activity, and which parts of it the Council is being asked to support. Please note the expenses that the Council will not cover, as listed under Ineligible Applications in these Guidelines.

You must provide a balanced budget, accounting for all expenses and income, including in-kind (free of charge/volunteer), other sponsorships or grants and the amount you are requesting from the Huon Valley Council. Please note that all in-kind/volunteer labour should be calculated using a rate of \$45/hr, unless supported by a professional quote.

Please note that 'Income' refers to all cash and in-kind resources that will be directed towards the development, implementation and/or evaluation of proposed projects. It does not just refer to income generated from a proposed project, such as ticket sales or sale of publications.

Assessment Process

The assessment panel will include Council Officers from Community and Place and may also draw on the expertise of external environmental agencies. The panel will assess each application on its merit, against the eligibility criteria and will meet to discuss the applications. A report detailing the panel's recommendations will then be submitted to Council for approval.

Applications will be scored and assessed according to the criteria. If the panel requires additional information in relation to your application, applicants will be contacted directly.

An application may be recommended for partial funding (cash or in-kind). This decision is carefully considered with the view of maintaining the integrity of the proposal. Any lesser financial assistance by the Council will involve consultation with the applicant at the time of a Grant Agreement being made.

Conditions may be assigned to projects receiving funding and an acceptance of the conditions will be sought (in writing) prior to funds being released.

The decision of Council regarding funding outcomes is final, however unsuccessful applicants may request feedback on their application.

Successful Applications

Grant Agreement

Successful applicants will be sent a Grant Agreement. In general, the Huon Valley Council will not make an offer for substantially less than the amount requested in the application, however, where the Council is unable to provide the full amount requested any lesser assistance will involve consultation with the applicant at this stage.

Grants will be paid:

- On provision of a signed Letter of Offer; and
- On receipt of the applicant's tax invoice (inclusive of GST where applicable) or the applications or its auspice's bank details for payment.

Applicants who do not meet their obligations under the Grant Agreement may not be eligible to apply for future grants and may be required to return the funds allocated to their project.

Inability to comply with the Grant Agreement may result in withdrawal of Council support.

Acquittal

Upon completion of the project, successful applicants will be required to acquit their grant, providing evidence of the execution of their project, expenditure, and outcomes.

The acquittal, or project completion, form will be made available to successful applicants via email and must be completed online within one calendar month of the project completion date. The acquittal report for Grants includes:

- Examples of the media coverage achieved including media clippings and images where available.
- Local community support and participation achieved including evidence of community support; and
- Any other data collected by organisers as part of the project evaluation process, including good quality photos.

Organisations that do not satisfactorily acquit their grant may not be eligible for future funding and may be required to return the funds allocated to their project.

GST and Grants

If your organisation will incur a GST liability as a result of receiving the grant (only applicable if your organisation is registered for GST), please submit a tax invoice equal to the amount of the grant plus GST. Otherwise, please submit an invoice equal to the amount of the grant only.

It is a requirement of the Australian Taxation Office that any payee (including incorporated organisations) who does not have an Australian Business Number (ABN) must complete a 'Statement by a Supplier' form. This must be submitted with your application. A copy of this form can be found on the Huon Valley Council website: www.huonvalley.tas.gov.au.

Recognition of Council Assistance

Successful applicants must acknowledge the Huon Valley Council's assistance when promoting the project.

Unsuccessful Applications

Unsuccessful applicants may discuss their application with the relevant Council Officer. If your application is not successful, the decision does not necessarily reflect the worthiness or community benefit of the proposal.

Further Information and Enquiries

For further information about the NRM Environment Grant program, please contact:

Michelle Joy
Principal NRM

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