



ENVIRONMENT GRANT GUIDELINES

Environment Project Grants

Round 19 – 2024/25

Opens 9am Thursday 1st February 2024

Closes 5pm Thursday 14th March 2024

noosa.qld.gov.au

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1. Introduction

Noosa Council (referred herein Council) has a long history of working with and supporting the community to achieve significant environmental outcomes. The Environment Grants Program is funded by the [Environmental Levy](#) intends to support the implementation of the [Noosa Environment Strategy](#), as well as Council's other key environment strategies and plans. The Environment Grant Program is designed to enable collaboration with the community in initiatives that work towards the outcomes and targets identified in the Noosa Environment Strategy. All initiatives funded by the Environment Grants Program must have tangible and measurable outcomes.

There are three main funding streams under the Environment Grants Program:

- 1) Environment Project Grants
- 2) Environment Organisation Alliance Grants
- 3) Multi-year Environment Collaborative Projects

This guideline relates to the Environment Project Grants. Prior to the submission of your grant application, please review these guidelines.

The word 'project' in these guidelines, refers to an initiative, project, a program, an event, an equipment purchases or building works.

Should you have any further questions regarding on the Environment Projects Grant Program, please contact Council's Environmental Services via email at: environment@noosa.qld.gov.au

2. Purpose of the Environment Project Grants

The Environment Project Grants are for projects, programs or events that align with the Noosa Environment Strategy, as well as Council's other key environment strategies and plans, and have a positive impact on the environment. They will typically be completed within 12 months of commencement.

The minimum grant amount from Council under the Environment Project Grants program is \$1,000 and maximum grant amount is \$30,000. There is an expectation that projects will have a cash or in-kind contribution by the applicant or other partners. In some instances, only part-funding of the amount request may be offered.

The Environment Projects Grant Program is available for applications from eligible not-for-profit organisations for projects which:

- Align with the Biodiversity or Waterways, wetlands, and coast's themes and contribute to the strategies, targets, and outcomes of the [Noosa Environment Strategy 2019](#).
- Align with the requirements of the [Environment Grants Policy](#).
- Align with the purpose of the Environment Levy as defined in the [Environment Levy Policy](#).
- Demonstrate value for money, and that the project is in the public interest.
- Have a financial or in-kind contribution to the project.
- Are located within the Council Local Government Area (LGA) and 200 metres seaward from the lowest astronomical tide.

3. Key dates

Round opens:	9.00am Thursday, 1 st February 2024
Round closes:	5.00pm Thursday, 14 th March 2024
Announce results:	Mid June 2024
Project delivery period:	1 July 2024 to 30 June 2025
Acquittal due:	Within 30 days of completion of the project or by Friday 28 June 2025 (whichever occurs first)

4. Eligible organisations

Who can apply

The grant program is available to organisations who are seeking a financial contribution to a project which will benefit the residents of the Noosa Shire community and who:

- Are a not-for-profit organisation as defined by the [Australian Taxation Office](#) (ATO) and [Australian Charities and Not-For-Profits Commission](#) (ACNC) which are:
 - An incorporated association
 - A company limited by guarantee
 - A non-trading/non-distributing co-operative
 - An Indigenous corporation
- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have an active ABN
- Have a bank account in the name of the legal entity.

If not eligible, the applicant may apply under an eligible auspice (administrator). The auspice organisation will take legal and financial responsibility for the grant and the project being delivered. See the section on auspicing below.

All applicants (including the auspice) must:

- Hold current insurance certificates for the project, which may include public liability insurance, WorkCover insurance, volunteer insurance, building and contents insurance.
- Meet relevant Workplace Health and Safety (WHS) and other legislative requirements.
- Not have any debt owing to Council, or have entered scheduled payment arrangements with Council.
- Agree to the Deed of Funding Agreement if successful.

Who cannot apply

This grant program is not available to:

- Commercial businesses or business trusts
- Individuals
- Government agencies or departments of local, state, or federal government

- Educational, political, or religious organisations, or primary health care providers, where the application is for the organisation's core business
- Parents and Friends Associations, or Parents & Citizens Associations
- Kindergartens, Pre-school, and day care centres
- Not for profit organisations with a liquor-licensed supporters/associated club that commercially trades seven days a week

Auspicings

If the applicant is not eligible for the grant, they will need to apply under the auspice of an eligible organisation.

If the application is successful, the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement which indicates they understand and are willing to take on the auspice responsibilities.

Download the [Auspice Facts and Agreement format](#). It is the responsibility of the applicant to ensure that the Auspice Agreement is completed, signed, and uploaded with the application.

5. Eligible projects

The Environment Projects Grant Program is available for applications from eligible not-for-profit organisations for projects which:

- Align with the Biodiversity or Waterways, wetlands, and coast's themes and contribute to the strategies, targets, and outcomes of the [Noosa Environment Strategy 2019](#).
- Align with the requirements of the [Environment Grants Policy](#).
- Align with the purpose of the Environment Levy as defined in the [Environment Levy Policy](#).
- Demonstrate value for money, and that the project is in the public interest.
- Have a financial or in-kind contribution to the project.
- Are located within the Council Local Government Area (LGA) and 200 metres seaward from the lowest astronomical tide.

Key themes of the Noosa Environment Strategy

The project or program must address one or more of the following strategies and outcomes of the Biodiversity or Waterways, wetlands, and coast's themes, including:

Theme - Biodiversity

Strategies include:

- Strategy 1.1 – Protect and enhance existing ecosystems, vegetation networks and habitats
- Strategy 1.2 – Expand vegetation networks and habitat
- Strategy 1.3 – Improve long term survival for threatened species and ecological communities

Relevant Outcomes include:

- 1 - Ecological linkages and connecting habitat areas are improved and rehabilitated to increase landscape connectivity and species resilience.
- 2 - Community conservation partnerships on public and private land are developed to deliver successful biodiversity conservation outcomes.
- 3 - Terrestrial and aquatic ecosystems, as well as fauna and flora species, are protected from significant human impacts.
- 4 - Invasive pest species are managed strategically to reduce impacts on native species and habitats, fisheries, recreation and tourism values.

Theme - Waterways, wetlands, and coasts

Strategies include:

- Strategy 2.1 - Maintain and improve the health of waterways, wetlands, and catchments.
- Strategy 2.2 – Protect and enhance coastal environments and vegetated buffers to coastal foreshores.
- Strategy 2.3 – Manage waterways and coasts to protect environmental values while enabling sustainable public access, recreation, and commercial use.

Relevant Outcomes include:

- 1 - Water quality, riparian areas and catchment health are protected and improved by partnering with landholders and stakeholders to actively manage and rehabilitate priority stream reaches.
- 2 - Aquatic biodiversity is improved through the preservation and enhancement of diverse instream, riparian and wetland habitats.
- 3 - Point source and diffuse pollution is identified and effectively managed to reduce impacts on waterways, wetlands, and coasts.
- 4 - Waterways, wetlands, and coastal environments are protected, managed, and maintained in their natural state and are enhanced to support healthy and diverse ecosystems.
- 5 - Recreational and commercial fishing is managed in a sustainable way so there is no long-term decline in fish abundance and diversity.
- 6 - Point source and diffuse pollution is identified and effectively managed to reduce impacts on waterways, wetlands, and coasts.
- 7 - The quality and quantity of groundwater, surface water and wastewater discharge are optimised to minimise impacts to receiving waters, aquatic ecosystems, and human health.

What projects can be funded?

Projects may include, but are not limited to:

- Projects/programs – Projects, purchases of equipment or programs that respond to a specific opportunity or need within the community. Ongoing projects or programs may be funded for a maximum of three times. Previous recipients of ongoing projects or programs that have been funded by Council must re- apply each year.
- Events – Community based festivals or events that bring residents together (beyond the applicant organisation’s membership base), including environmental or community festivals.
- Building work or infrastructure improvement – projects that include new or replacement infrastructure or maintenance of existing infrastructure to deliver environmental outcomes. The council will not contribute more than 50% of the cost of building works or infrastructure projects. The applicant must have formal tenure over the land and/or building where the works are proposed.

The applicant must have the following for the project:

- Permission from the landowner and evidence that permission has been obtained; and
- Bear the entire responsibility for identifying, obtaining, and retaining all relevant legislative approvals and permits relating to the project.

Co-contributions

The applicant must provide a co-contribution to meet the full costs of all projects. This could be cash or in-kind contributions. The applicant must be able to demonstrate that such funds are assured. If the applicant is unable to provide such co-contributions a rationale must be provided.

Landowner consent

Applicants must provide evidence that written approval has been obtained from the landowner for the project.

- Council land: Where Council is the owner or trustee of the land, on which the building works are intended, the completed [Community Organisation Check List for New Works Form](#) must be submitted with this grant application. For more information please contact: commdev@noosa.qld.gov.au
- State land: If the project is proposed on State land, please contact: SLAMlodgement@resources.qld.gov.au.
- Private land: If the project is proposed on freehold/privately owned land, evidence of tenure (i.e., titles search) must be provided with a letter of consent.

Event permit

Where events are proposed, the applicant must obtain an event permit from Council if their application is successful and costs to do this need to be captured within the project budget. Further information on the costs and application process is available [here](#).

6. Funding considerations

The minimum grant amount from Council is \$1,000 and maximum grant amount is \$30,000. The delivery of the Environment Projects Grants Program is subject to Council's annual budget. Funding is competitive and Council cannot approve all requests for assistance, therefore grant funding should not be automatically expected.

As the program is often oversubscribed, Council will not always fund 100% of a project. In some instances, only part-funding of the amount requested may be offered. If your project cannot proceed without full funding, this should be indicated in your application.

Other funding sources to support the delivery of projects may include:

- Grants from other funding bodies – refer to Council's [more Grants and Guidance](#) website page.
- Sponsorship, donations of cash, materials, or expertise.
- In-kind support/volunteer hours are valued at a minimum of [\\$44.43 per hour](#). The basis of this calculation is taken from the biannual Australian Bureau of Statistics (ABS) average weekly earnings figures for Australia.

7. Ineligible projects

The following projects are not eligible for funding under the Environment Grants Program:

- Projects that do not contribute towards the specific outcomes of Council's Environment Strategy.
- Projects, events or programs run for commercial profit.
- Projects where most of the benefit will be outside the Council LGA.
- Any project conducted for the purpose of raising charitable funds for a third party.

- Activities that have already commenced prior to the grant application being submitted.
- Payment of debt.
- Political or activism activities.
- The core business of educational, medical, or religious organisations, or activities aimed primarily at economic development.
- Items already funded in other Council grants.
- Grant writer fees or auspice fees.
- Contingency costs.
- Repayment of debts and loans.
- Domestic or overseas travel costs.
- Purchase of equipment/service that benefits an individual.
- Funding for a staff or member social event or uniforms.
- Gifts, prize money, prizes, or trophies.
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees.
- Administration expenses such as stationery, postage, and office supplies.
- Consumable items, including food (including ingredients), beverages or catering.
- Training not provided by a qualified third party (e.g.in-house training).
- Sponsorship or donations to other organisations.

8. How to apply

Application forms for Environment Program Grants are available on Council's [website](#) and must be submitted online. Please refer to the Noosa Shire Council website on [current open rounds](#) for further information on how to apply.

The application form collects information to facilitate fair and informed decision making and administration in line with the objectives of this funding program.

9. Project plan

As part of the grant application, you will be required to submit a brief (maximum of 6 pages) project plan. A project plan is a brief document that outlines a project's goals, objectives, specific tasks, and what success looks like.

The project plan should include:

- 1) Projects objectives and key outcomes
- 2) Project location / area (include a map with GPS coordinates)
- 3) Your chosen project methodology/framework
- 4) Details of how the project outcomes will be measured, including milestones and performance targets
- 5) Key project risks and management measures
- 6) An overview of project communication and collaboration
- 7) Project delivery schedule, including key tasks, deliverables, and persons responsible
- 8) Resources required for the project, including staff and volunteers involved
- 9) Budget outlining all costs including co-contributions
- 10) Reporting that will be delivered for the project

10. Project risks

As part of the project plan it is important to consider potential risks arising during the delivery. Council recommends your organisation completes a Risk Management Plan and review Council's [Enterprise and Risk Opportunity Management Policy](#). An example of a simple Risk Management Plan can be found here: [Sample Risk Management Plan](#).

11. Project budget

As part of the project plan it is important to provide a realistic and complete project budget. The budget must address the following:

- Balance: that is, the total income relating to this project must equal the total expenditure on this project
- Include the supplier's name (if known) in the description of expenditure items
- All infrastructure / building projects must have at least 50% contribution to the project. That is, the grant amount requested cannot be more than 50% of the total project cost.
- In-kind support/volunteer hours are valued at a minimum of [\\$44.43 per hour](#). The basis of this calculation is taken from the biannual [Australian Bureau of Statistics \(ABS\)](#) Bureau of Statistics (ABS) average weekly earnings figures for Australia.

Quotes

Written quotes are required for any budget item over \$1,000:

- For budget items between \$1,000 and \$7,500 one (1) written quotation is required.
- For budget items over \$7,500 three (3) written quotations are required.

Goods and Services Tax (GST)

- The grant amount requested must not include GST.
- The quotes provided may include GST but the actual figures recorded in the budget must have the GST amount deducted.
- If the applicant (or auspice organisation) is registered for GST then Council will add GST to the grant when it is paid.
- If the applicant (or auspice organisation) is not registered for GST then Council will not add GST to the grant when it is paid.
- For more information on GST refer to the [GST page](#) of Australian Taxation Office's website.

12. Assessment criteria

Eligible applications are assessed by a panel against the criteria nominated in **Attachment 1**. A summary of each criterion and their weighting is provided below:

- 1) Contribution to achieving the outcomes of the Noosa Environment Strategy – 30%
- 2) Demonstrated need for the project – 20%
- 3) Networking and collaborative opportunities – 5%

- 4) Project reach and duration of impact on the community – 5%
- 5) Capacity and capability of the organisation to deliver the project (applicant experience, time, and resources available) – 5%
- 6) Value for money and return on investment – 10%
- 7) Project methodology and framework – 10%
- 8) Project timeline – 5%
- 9) Monitoring and evaluation of project outcomes and targets – 5%
- 10) Project risk – 5%

13. Assessment process

Eligible applications will be assessed by Council against the criteria in **Attachment 1** in accordance with the five-step assessment process detailed in Figure 1 below.



Figure 1. Environment Project Grants assessment process.

Following adoption at a Council meeting, applicants will be notified of their success, or otherwise. The outcome of grant applications will be made publicly available through the minutes of the Council meeting.

Project funding is at the discretion of the Council, and there is no appeal process. Feedback can be provided to unsuccessful applicants on request.

14. Notification of grant application outcomes

The outcome of the grant round will be announced after the final decisions are made at the Ordinary Council Meeting. See the 'Key Dates' for this round of funding. Each applicant will be advised the outcome of their application by email.

15. Successful applicants

Successful applicants will be emailed an approval letter and a Deed of Funding Agreement. The Agreement will include terms and conditions of the grant, any special conditions that have been attached to your grant and GST information. You will need to complete, sign, and return the Deed of Funding Agreement before any funding is released. If the applicant is being auspiced, the Deed of Funding Agreement will be signed by, and payment will be made to the auspice organisation.

Successful applicants are given instructions about the Deed of Funding Agreement obligations and invoicing Council for the grant payment as part of the approval letter. Refer to the [Valid Invoice Check List](#).

Successful applicants have 12 months from the time of the notification of your success to complete the project and acquit the grant, unless otherwise negotiated.

Successful applicants will be required to:

- ensure continued compliance with these guidelines and the project plan submitted with the application
- deliver the approved project in accordance with the contents of the submitted applications approved by Council for the provision of a grant
- fully comply with the terms and conditions set out in the Deed of Funding Agreement (including special conditions) provided by Council to the successful applicants
- fully acquit the grant to Council in accordance with the terms and conditions of the Funding Agreement.

Applications may be only partly funded by Council. If a project is only partly funded, the applicant will need to fund the shortfall to be awarded the funding.

16. Unsuccessful applicants

If you don't receive funding, it will not necessarily be because you submitted a poor application. It may be because the demand for funds exceeds the amount available. For feedback on your grant application, refer to the contact details given in your notification letter. Unsuccessful applicants are welcome to reapply in the future.

You may wish to consider submitting your application to another grants program. Both the Queensland and Australian Governments have websites that list available grants.

[Queensland Government website](#)

[Australian Government 'Community Grants Hub'](#)

[Our Community](#) publishes a quarterly list of grants Australia-wide.

17. Acknowledgement

All successful applicants are required to [acknowledge Council](#) in all published material and online communications associated with the funded project ensuring that Council's positive reputation is maintained at all times.

Council will actively promote the outcomes and accomplishments of grant funded projects and may produce communications featuring the project.

The Deed of Funding Agreement outlines that the successful application must *'acknowledge assistance from Noosa Council in press releases and promotional material, using Council's logo and the words 'Proudly supported by Noosa Council.'* The Council's logos and instructions on their use are on the Noosa Council website on the funding acknowledgement page. The logos are to be used in any promotional material, media advertising and signage relating to the proposal during the funding period except for infrastructure projects which should be acknowledged for the life of the funded infrastructure.'

The acquittal will ask for at least two examples of acknowledgment of Council e.g., social media, letter, or newsletter to supports or members, media releases, videos, signage, speeches, website etc.

18. Project reporting and acquittal

Reporting and acquittal requirements for the project will be outlined in the Deed of Funding Agreement. Projects must not commence, nor the grant paid before the applicant signs, understands, and can meet all terms and conditions of the Deed of Funding Agreement including any additional Special Conditions.

The obligations of the successful applicant include, but are not limited to:

- For projects that are being delivered over a period of 12 months, the applicant will be required to prepare a bi-annual milestone performance report, including:
 - Information on the progress towards, and achievement of project objectives and outcomes, as well as identifying project delivery issues and any recommended enhancements or improvements;
 - Details of any published material and online communications associated with the project;
 - Quarterly financial statements;
 - Reasons for any incomplete activities or milestones;
 - Submissions to Council of any changes to the project plan or revised timetable and justification for requested change.
 - Additional information such as photos, supporting reports, etc. can also be included.
- Provide Council with a financial acquittal report within thirty (30) days of the funded project's completion.
- Within (30) days of the funded project's completion, prepare and submit to Council a project finalization report to assess the project's overall success including:
 - Brief overview of the project.
 - Project objectives and key outcomes.
 - Project location / area (including a map with GPS coordinates).
 - An overview of the project methodology/framework adopted.
 - Details of the project outcomes, including how the project performance against targets nominated in the project plan
 - Details of progress towards and achievement of activities, milestones, and outcomes

- Details of project communications (i.e. published material and online communications) and collaboration achieved from the project
- Details of any project delivery issues, recommended enhancements or improvements identified from the project
- Future project opportunities and next steps arising from the project
- Summary of the final resources required to deliver the project, including staff and volunteers involved
- Final project costings, including co-contributions
- Additional information such as photos, supporting reports, etc. can also be included.
- Proof of having acknowledged Council in all published material and online communications associated with the project.

Record keeping

Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate project progress monitoring data and financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be eligible to apply for future grant funding if grant reporting and acquittal conditions have not been met. A sample acquittal form can be found at www.noosa.qld.gov.au/council-grants.

19. Terms and conditions

Successful applicants must abide by Council's terms and conditions which are contained in the Funding Agreement. Applicants must also adhere to any special conditions set by the Council.

20. Additional resources

Councils' current principles, plans and policies can be found here: www.noosa.qld.gov.au/principles-plans-strategies

Applicants can source other useful information from the following websites:

- [Auspice Facts and Agreement Format](#)
- [Community Events Calendar](#)
- [Event Toolkit](#)
- Support for [Not-for-profit groups](#)

21. Glossary of key terms

Term	Definition
A business	An organisation or enterprising entity engaged in commercial, industrial, or professional activities for profit. This may be in the form of a sole trader, company or partnership. Sole trader - An individual operating as the sole person legally responsible for all aspects of the business. Company - A legal entity separate from its shareholders. Partnership - An association of people or entities running a business together, but not as a company.
Acquittal	The acquittal form is due within 12 months from the notification date and explains the outcomes of the project and how the funds were spent. It

Term	Definition
	demonstrates that the funding has been used for the purpose for which it was provided, including a certified report of financial transactions and whether the project achieved its intended objectives.
Audit	Closer financial examination of an acquittal.
Auspice	<p>An incorporated not-for-profit organisation that accepts and manages the legal and financial responsibility of a grant on behalf of an unincorporated applicant.</p> <p>Auspice means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicing organisation will be responsible for:</p> <ul style="list-style-type: none"> • sign-off on the funding agreement • the receipt, banking, and administration of all moneys • project monitoring and completion • ensuring the applicant acquits the funding on time • sign-off on the acquittal form.
Confirmed funding	Another source of grant funding already approved, cash at bank, Unconfirmed – another source of funding not yet approved or raised
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
Ineligible	Not allowed, legally or officially unable to be considered
In-kind	Given freely, donated materials, donated / volunteer labour Eligible – Satisfies the conditions, allowable expense
Non-for-profit organisation	A community organisation that operates as a legal entity with a primary purpose of providing services to the community. An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.

Attachment 1 – Grant assessment criteria

#	Criteria	Criteria score				Weighting
		Low	Medium	High	Very High	
1	Contribute to the strategies, targets and outcomes of the Noosa Environment Strategy for the Biodiversity or Waterways, wetlands, and coast's themes	Has not demonstrated how the project aligns with the Biodiversity or Waterways, wetlands, and coast's themes or how it contributes to the strategies, targets, and outcomes of the Noosa Environment Strategy 2019 (0)	Provides a brief explanation of how the project will align with the Biodiversity or Waterways, wetlands, and coast's themes or contributes to the strategies, targets, and outcomes of the Noosa Environment Strategy 2019 (1-4)	Provides a clear, detailed description of how the project aligns with the Biodiversity or Waterways, wetlands, and coast's themes and contribute to a strategy, target, or outcome of the Noosa Environment Strategy 2019 (5-7).	Provides clear, detailed description of how the project aligns with the Biodiversity or Waterways, wetlands, and coast's themes and contributes to multiple strategies, targets, and outcomes of the Noosa Environment Strategy 2019 (8-10).	30%
2	Project need and community benefit	There is no information to document the need or insufficient explanation of project need or benefit to the community. (0)	Only anecdotal and qualitative information documenting the need for the project and benefits to the community. There is some need for this project, but not sure if this project can sufficiently address stated need (1-4)	Clearly documented need with qualitative and quantitative third-party data sources. There is sufficient need for this project and a clear benefit to the community. (5-7)	Clearly documented need with multiple qualitative and quantitative third-party data sources. The project will fulfill a clear need and deliver multiple benefits to the community (8-10)	20%
3	Networking and collaborative opportunities	No identified partners or collaborators. (0)	Project will allow collaboration with a single partner or collaborator. (1-4)	Multiple partners or collaborators included in project. (5-7)	Multiple partners or collaborators included in project. Applicant has longstanding relationships with partners and collaborators. (8-10)	5%
4	Project reach and duration of impact	This project will only impact/reach out to those currently involved with the applicant. (0)	Project will only reach out to limited members of the community and will have a short term (less than 12 months) impact. (1-4)	Project will reach out to the wider Noosa community and is likely to have a medium-term (more than 12 months but less than 5 years) impact. (5-7)	Project will reach out to the wider Noosa community and is likely to have a long-term impact (greater than 5 years) (8-10).	5%
5	Capacity and capability of the organisation to deliver the project (applicant experience, time, and resources available)	Organisation has no experience delivering similar initiatives, has no other funding income, limited resources and is unlikely to be able to deliver the initiative (0)	Organisation has some capacity although there is some uncertainty around if they have the experience or resources to deliver the (1-4)	Organisation has strong capacity and sufficient resources to deliver the project (5-7)	Organisation has a history of delivering similar initiatives, has other funding sources, and has strong capacity to deliver the initiative (8-10)	5%

#	Criteria	Criteria score				Weighting
6	Value for money and return on investment	There is no detailed budget provided for the project (0)	The project budget is not well defined, and no co-contributions included from the applicant. (1-4)	The project budget is clearly detailed against project tasks, milestones, and deliverables. Co-contributions are included covering up to 20%-40% of the project costs. (5-7)	The project budget is clearly detailed against project tasks, milestones, and deliverables. Co-contributions from the applicant are included covering greater than 40% of the project costs. (8-10)	10%
7	Project methodology / framework	There is no clear approach or method to deliver the project (0)	The project method / framework is unclear / not well defined, no evidence of how it aligns with best practice environmental management (1-4)	There is a clear project methodology / framework, but limited evidence of how it aligns with best practice environmental management (5-7)	There is a clear project methodology / framework and evidence of how it aligns with best practice environmental management (8-10)	10%
8	Project schedule	There is no clear project schedule, or the project cannot be delivered within the required timeframe (12 months) (0)	The project delivery schedule is unclear / not well defined (1-4)	There is a proposed schedule and tasks (5-7)	The project schedule is clearly defined, and tasks, roles and responsibilities are outlined (8-10).	5%
9	Monitoring and evaluation of project outcomes and targets	Has not included a monitoring or evaluation approach for the project (0)	Has provided a brief monitoring and evaluation approach, but outcomes and targets are not measurable / not well defined (1-4)	Has provided a clear monitoring and evaluation approach, including data collection methods with limited outcomes and targets which are able to be assessed by qualitative or quantitative measures. (5-7)	Has provided a clear monitoring and evaluation approach, including data collection methods with multiple outcomes and targets which are able to be assessed by qualitative or quantitative measures. (8-10)	5%
10	Project risk (health and safety, legal and compliance, environment, reputation/ public trust)	<p>The project presents an extreme health and safety, legal and compliance, environment, reputation/ public trust risk to the Council, the natural assets, infrastructure, or staff / volunteers involved.</p> <p>The applicant does not have sufficient insurance, WHS procedures or land holder permission in place.</p> <p>The applicant does not identify or have the necessary permits under State Acts and Council local laws to deliver the project.</p>	<p>The project presents a high health and safety, legal and compliance, environment, reputation/ public trust risk to the Council, the natural assets, infrastructure, or staff / volunteers involved.</p> <p>The applicant has the required insurances and WHS procedures in place.</p> <p>Landowner permission has not been obtained or they are supportive of the project.</p> <p>The applicant does not identify or have the</p>	<p>The project presents a medium health and safety, legal and compliance, environment, reputation/ public trust risk to the Council, the natural assets, infrastructure and staff / volunteers involved.</p> <p>Landowner permission has been obtained and they are supportive of the project.</p> <p>The applicant has the required insurances and WHS procedures in place.</p> <p>The applicant has identified and will obtain</p>	<p>The project presents a low health and safety, legal and compliance, environment, reputation/ public trust risk to the Council, the natural assets, infrastructure, and staff / volunteers involved.</p> <p>Landowner permission has been obtained and they are supportive of the project.</p> <p>The applicant has the required insurances and WHS procedures in place.</p> <p>The applicant has the necessary permits under</p>	5%

#	Criteria	Criteria score			Weighting	
		(0)	necessary permits under State Acts and Council local laws to deliver the project. (1-4).	the necessary permits under State Acts and Council local laws to deliver the project. (5-7)	State Acts and Council local laws to deliver the project. (8-10)	