Environment Grants
Guidelines

NORTHERN TERRITORY GOVERNMENT

Contents

1 Introduction

Environment Grants provide opportunities for community, schools, small business, Indigenous groups and other incorporated organisations to undertake projects which have environmental outcomes that benefit the Northern Territory.

2 Funding Objectives

The Northern Territory together with all other states and territories has endorsed the 2018 National Waste Policy 2018: Less Waste, More Resources (policy). This policy outlines five key principles and 14 strategies to reduce, re-use and recycle waste in Australia. National targets have been agreed to reduce packaging, plastic and food waste. The policy can be viewed at:

www.environment.gov.au/protection/waste-resource-recovery/publications/national-waste-policy-2018.

The Department of Environment and Natural Resources is seeking applications for environment grants which align with the National Waste Policy.

Waste related projects may include but are not limited to:

- Facilitating and/or improving public access to the container deposit scheme in Northern Territory, particularly in regional and remote areas.
- Innovative technologies or products that aim to avoid, reduce, reuse or recycle waste.
- Proposals that facilitate development of a circular economy in the Northern Territory.
- Education and awareness programs to encourage broader community engagement in reducing and reusing waste.

Waste-relates proposals will be given priority in the assessment process. Applications for environment projects that align with other environmental priorities of the Northern Territory Government (e.g. gamba grass, bushfires management, habitat protection) are also welcome. These projects will be considered subject to availability of funding.

In general, all applications should:

- Propose a project that addresses an area of environmental concern in the Northern Territory that engages, educates or provides a direct benefit to the community
- Progress Northern Territory Government priorities.

Feel free to discuss your project idea with the Grants Manager on environmentgrants@nt.gov.au or (08) 8924 4002.

3 Funding Available

Up to $50 000 per project is available. Projects which extend beyond one year but not exceeding 5 years are also welcome. Applicants are asked to clearly identify each expense likely to be incurred each year during the project and the funding required each year.

4 Eligibility and Exclusions

4.1 Eligibility

Environment Grants are available to any incorporated organisation that wish to conduct an environmental project that is beneficial to the Northern Territory. Examples of types of organisations that are eligible are:

- Schools
- Community Groups
- Industry Associations
- Local Government
- Indigenous Organisations
- Not for profits
- Commercial/private enterprises.

If you are an unincorporated body or person that has an idea for a project you will need to get an incorporated body to act as an administrative body. In this case the administrative body will apply on behalf of the unincorporated body or person and will have ultimate responsibility for the grant.

For more information please call the Grants Manager on (08) 8924 4002.

4.2 Exclusions

Funding will not be provided to an applicant for the following reasons:

- Applicant has any overdue acquittals outstanding with the Northern Territory Government. If there are any issues with an existing grant, contact the Grants Manager on (08) 8924 4002.
- An application is primarily for the benefit to an area outside of the Northern Territory.
- If applying for retrospective funding i.e. a project that has already taken place. A project should not commence until a funding agreement is in place.
- If applying for funding that subsidises commercial operations, business start-ups or where the primary activity is for commercial gain, or activities designed to raise revenue for an organisation or individual.
- If applying for a project that while technically provides an environmental benefit does not engage or provide a direct benefit to community.
- Organisations seeking funding for pure research projects will normally not be considered. For a research project to be considered it must demonstrate that it meets the environment grant priority areas and the assessment criteria.
- Applications for activities or purchases that could reasonably be considered to be part of an applicant's ordinary responsibility.

5 Application Process

You should read these grant guidelines and consider the assessment criteria before beginning the application.

To lodge an application your organisation needs to be registered with the online grants management system called Grants Tracker. To create an account or to login visit the Grants Tracker Portal. If you are unsure whether your organisation is already registered or have forgotten your password please contact the Grants Manager on (08) 8924 4002.

As there is no technical support outside office hours and weekends it is prudent to organise your logon details as soon as possible.

Applications must be submitted online in Grants Tracker by 2 September 2019.

It is recommended that you begin your application as soon as possible so that any problems can be addressed before the cut-off date.

After the cut-off date all applications will be reviewed competitively by an assessment panel against the assessment criteria.

Recommendations for funding will be made to the Chief Executive Officer of the Department of Environment and Natural Resources who will make the final decision on allocation of environment grant funding. A decision on successful applications will be made no later than 1 December.

Successful applicants will be notified by letter and a draft grant agreement prepared for signature. Once the grant agreement is signed by the grant recipient and the Chief Executive Officer of the Department of Environment and Natural Resources, funding will be made available by electronic funds transfer. It is important that current and accurate bank details are included in Grants Tracker with your application. If you are not a current vendor with the Northern Territory Government you will be requested to complete a Vendor Identification Form to enable the environment grant funding to be transferred. If you have been notified that your grant has been successful, and are unsure if you are a current vendor, please contact the Grants Manager to check.

5.1 Deviations from the normal application process

In the event that there are insufficient suitable applications to meet program objectives, the Department of Environment and Natural Resources may approach organisations directly and invite them to apply through a restricted non-competitive selection process. Organisations may also be approached in this manner if a successful applicant declines funding and the Department wishes to reallocate the funds.

6 Important to know

- Support letters are well regarded and helpful. Please make sure they are relevant to the application and support your case for funding.

- If your project involves working with or providing a service to another organisation/community group, provide demonstrated evidence that they are on board with the project. Letters to this effect are sufficient.

- Funding for consultants and/or contractors to deliver specific components within a project will be considered where this is essential to delivering project outcomes and this is clearly justified in the application. If a contractor or consultant is required ones that are based in the Northern Territory should be primarily considered. When a Territory organisation cannot be sourced provide reasons. Quotes and a scope of works from the consultant should also be provided.

- Projects may incur indirect, overhead and administrative costs that are directly attributable to the projects or activities being funded. In such cases, applicants may apply to cover these expenses to a level no more than 15% of the total amount requested.

- Projects that draw funding from a variety of sources, have a strong volunteer/in kind component and work with multiple stakeholders to achieve a goal are encouraged.

- Applicants that have received funding in previous years for the same project will need to demonstrate that the benefits of going forward and indicate how the project may become less reliant on grant funding in the future.

- Your application should demonstrate how the funding you have requested will be used. Provide justification for the items listed in the budget in the form of quotes or links to indicative costs. If wages are a component in your budget provide the methodology used to come up with the amount requested in the budget.

7 Tips for a good Application

- Get started as early as you can. This will give you time to address any unanticipated problems, including possible technical issues with the online application process.

- Proof read your application before submitting it. If possible leave a few days after completing the application before proofing it.

- Read and understand the assessment criteria before you start the application and have them in mind when completing the application. The assessment criteria will be used to determine the merit of your application. If you can demonstrate that you have taken these into account it will make your application more competitive.

- Read all the questions in the application before you start. This will help you plan out your responses and avoid duplicating information.

- Clearly state the environmental issue you wish to address, demonstrate why you think it is important and how your project will address it.

- Ensure that your objectives, deliverables and performance indicators are specific, measurable and attainable.

8 Assessment Criteria

All applications will be assessed by an assessment panel against the same assessment criteria. Assessment will also take into account whether previous grants awarded to the organisation have been fully acquitted. To maximise your chances of success the following selection criteria should be taken into account when preparing your application:

1. Have the funding objectives of the grant round been addressed? (30% Weighting)

- Does the project deliver on key priorities of the Northern Territory including those outlined in this guideline?

- Is the area of environmental concern being addressed in the Northern Territory clearly stated?

- Does the project engage, educate or provide a direct benefit to the community?

- Does the project progress Northern Territory Government or Federal initiatives in the Northern Territory?

- Does the applicant or application demonstrate any of the exclusion triggers in the guidelines?

2. Evidence of commitment and community support? (20% Weighting)

- Have letters from proposed partners been provided confirming their contribution?

- Have letters from proposed beneficiaries of the project been provided?

- Have letters of support from the community for the project been provided?

3. Quality of the application and proposed project? (20% Weighting)

- Is the application well written and researched with clear and realistic goals?

- Has the need for the project or benefits derived from it been clearly demonstrated?

- Does the application represent good value for money?

- Have all proposed budget items been justified?

- Does the proposed project have the potential to grow and benefit other regions?

- Where relevant, have proposed directions within the guidelines been followed?

4. Does the project contribute to equity? (30% Weighting)

Does it:

- Address inequitable provision of services and infrastructure to regional and remote communities?
- Aid in geographically equitable distribution of program funding?
- Target disadvantaged urban/regional communities?
- Target Indigenous participation and economic development and increase capacity?
- Address cultural sensitivities?

9 Further Information

Should you require any further information in relation to Environment Grants or have any queries in relation to the above, please contact the Grant Manager on (08) 8924 4002.