Environmental Grant Program

Administered by the Leards Forest Precinct Environmental Trust Inc.

“The grant has allowed our organisation to undertake a project to make our school more long term environmentally sustainable through water harvesting. We have been able to model to the students real life applications with a holistic approach to managing precious natural resources. The funding has assisted us to raise awareness and aid in educating our students with proactive attitudes in which to address future challenges they may face with natural resources.”

Boggabri Public School Parents and Citizens Association

“This funding has given us the opportunity to plant over 200 trees on the approaches to Boggabri and on our grounds with watering system to provide for the future of environment systems for birds and shelter for shade for our pony club riders, camp drafters, and Drovers. Campsite caravans annually when fully grown will be able to be enjoyed by our small community. We thank you immensely.”

Boggabri Recreation Reserve Trust

Funding Guidelines & Application Form
These guidelines are for individuals, partnerships, community groups, non-profit organisations, profit organisations and trusts wanting to apply for funding for environmental initiatives. These initiatives should be based in and around the Leards Forest Precinct, located within a 25km radius. The map below specifies the areas eligible for applications. However, that does not preclude interested parties who reside or operate outside of that area from applying for a grant.

**Background**

The Environmental Grant Program (the Program) is derived from contributions made by Maules Creek Coal, Boggabri Coal, and Tarrawonga Coal Mines under Voluntary Planning Agreements (VPAs).

The Program is administered by the Leards Forest Precinct Environmental Trust Inc. (the Trust). The Trust consists of representatives from the above mines, community and Gunnedah and Narrabri Shire Councils.

**Aim of the Program**

The aim of the Environmental Grant Program is to facilitate projects that enhance the environment, protect the environment, or provide a sustainable environmental solution. The criteria can be defined as follows:

- Enhance – to raise to a higher degree, to intensify, to magnify
- Protect – to secure for future generations
- Sustainable – a system that maintains its own viability

**What cannot be funded?**

The Environmental Grant Program can fund several aspects of your intended project, however the following will not be funded:

- Projects already commenced prior to 1 July 2017 including retrospective works.
- Capital expenditure not essential to the project. Proof must be provided the expenditure is required to meet objectives of the project.
- Normal running costs of the operation including rent, telephone, rates etc. Costs not specific to the project.
- Projects requiring ongoing funding after project objectives are met.
- Projects that are the responsibility of the Australian or NSW governments.

**Funding**

Having held its first round of funding in the 2016-17 financial year, the Environmental Grant Program is to offer a second round of funding in the 2017-18 financial year.

The second funding round opens to applications on 1 February 2017 and closes at 5.00pm on 28 April 2017.

Contributions by applicants to the total project cost can be in the form of either in-kind or cash, or a combination of both. The Trust will consider all relevant proposals within the specified area irrespective of the level of funding sought.

**Assessment and approval process**

After the closing date the Trust will check whether your application is eligible and sufficiently complete for assessment purposes.

All eligible applications will be assessed against predetermined criteria.

Trust members undertake their duties within the principals of ethical conduct – integrity, objectivity and independence.

The Trust may also need to contact you to clarify information within your application.

Both successful and unsuccessful applicants will be notified via the contact email provided on their application by Friday, 16 June 2017 of the Trust’s recommendation.

**Obligations of successful applicants**

Provide written evidence of project partner contributions (both in-kind and cash).

Provide proof of landowner’s approval to work on the project site(s) and necessary permits from appropriate authorities to undertake the project.

Provide a letter of support from Council if your project is on Council-owned or managed land.

Sign a grant agreement that sets out the terms and conditions associated with the grant.

Comply with all conditions outlined within the grant agreement.

Provide evidence of appropriate insurance coverage.

Provide progress and final reports in accordance with the Trust’s reporting guidelines as outlined in the grant agreement.

Seek prior approval to alter proposed objectives, timeframes, or budgets for the project.

**Submitting your application**

Only applications submitted on the attached form will be accepted and all questions must be answered to be considered eligible.

Late applications will not be accepted. Applications must be received by 5.00pm on Friday, 28 April 2017.

**Need further help?**

For further assistance with your application please contact the Trust Chairman, Mr David Ross on 0402 060 649, or david.ross@phoenixstrategic.com.au
Applications open: 1 February 2017  
Applications close: 5.00pm on 28 April 2017.
Submit applications to:  Environmental Grant Program, C/- Narrabri Shire Council, Maitland Street, Narrabri NSW 2390

Eligibility
Incomplete applications and/or applications received after the closing date will not be considered. Before completing this application form, you should have read the Environmental Grant Program Information.

The following section MUST be completed by the Applicant Organisation:

1. Is the project located within the radius shown on the Leards State Forest map?  
2. Will your project be ready to commence by 1 July 2017?  
3. Will your project be completed by 30 June 2018?  
4. Do you have appropriate insurance for this project?  
5. Do you have the right to use the land and/or facility for the project?

If you answered NO to any of the above Eligibility questions you should not proceed with this application.

If you have any questions in regards to this please speak to Mr David Ross on 0402 060 649, or david.ross@phoenixstrategic.com.au

Contact details

Applicant name  
Organisation name  
Individual  Organisation  (tick one)

Organisation name

Individual

Title  First name  Surname

Website address

Street address  Postal address (if different)

Address  Address

Suburb  State  Postcode  Suburb  State  Postcode

Contact person

Contact phone numbers

Contact email address

Incorporated?  YES  NO  (tick one)

Incorporated Association or Australian Corporation Number, if no, you must be sponsored by an incorporated Sponsoring organisation

IA or ACN number

If you do not have an ABN, please submit a completed ATO Statement by a Supplier form with application, otherwise 46.5% of approved grant may be withheld

ABN number

Privacy notice

In compliance with the Information Privacy Act 2009 (the Act) personal information on this form may be stored in Narrabri Shire Council’s records database and may also be used for statistical research, information provision and evaluation of services. Personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.
### Project details (additional information may be attached to this if you need more room)

- **Project title**
- **Project dates**
- **Precise location of project**
- **Brief project description**
- **Is this part of a larger project? If so, describe it.**
- **Why does this work need to be done?**
- **What are the planned activities?**
- **List the expected outcome/s or goal/s.**
- **How will you know if these outcomes have been achieved?**
- **Identify any risks associated with the project and the systems in place to mitigate these risks.**
- **Describe how this project meets the program criteria of Enhance/Protect/Sustainable?**

### Project costs

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<th>Project budget</th>
<th>Funding / income source</th>
<th>Funding / income amount</th>
<th>Confirmed funding?</th>
<th>Project expenditure</th>
<th>Amount of expenditure</th>
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### Certification (must be completed by an authorised officer of organisation)

I certify that that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the application for funding is approved, I will be required to accept the terms and conditions of the grant as outlined in the grant agreement and/or letting advising of success.

- **Name and signature**
- **Position**
- **Today's date**