

# Bass Coast Landcare Network Public Fund

## Community Grants Procedures and Guidelines

### Grant Programs

There are 3 categories of grants offered under the Community Grants Program. These categories are:

- General community grants (including on-ground Natural resource management projects and educational programs)
- Capital works for community-based facilities
- Community Special Events

There is no upper limit to the amount that can be applied for. The Bass Coast Landcare Network Public Fund (“the Public Fund”) will be seeking additional support for larger projects that meet the priorities of the Bass Coast Landcare Network Strategic Plan.

The purpose of the grants is as follows;

- a) General grants for the purpose of the provision of natural resources management services, and or improving the understanding of natural resource management. Examples of eligible projects include, but are not limited to;
  - Education programs
  - Development of management plans for areas of public land
  - Revegetation and weed control.
- b) General Capital works grants are for the establishment or maintenance of community facilities. Examples of eligible projects include, but are not limited to;
  - Construction of shelters and signage for a community reserve
  - Purchase of equipment to be used in meeting the core purposes of the Bass Coast Landcare Network
  - Maintenance or refurbishments of a reserve, including track establishment, boardwalk, or bridge construction.
- c) Community Special Event Grants are those that:
  - Support and promote local community natural resource management interests
  - Raise/promote the image of the Landcare within the region
  - Generally involve the public in the Landcare experience.

### Project Conditions

Projects are to be finalized according to Project agreements including completion of a project report and financial acquittal detailing all expenditure against budgeted items.

Projects to be acquitted within 3 months of Project completion.

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### Criteria and Assessment process

**The project proponent must submit the completed Public Fund Grant Application form for proposals to be considered**

Eligible applications must:

- Be consistent with Bass Coast Landcare Networks Strategic Plan and other local Landcare group Action Plans
- Be able to demonstrate the community needs of a proposal and how the community within the Bass Coast Landcare Network area will benefit from the proposal
- Be able to demonstrate what will be contributed in cash, voluntary services, or in-kind support to the proposal
- Demonstrate how the services or facilities are complementary to those provided by other public land managers, or are not provided by these public land managers
- Be from an applicant who is incorporated or under the auspices of another incorporated association.
- Be from an applicant with an ABN or provide a Statement of Supplier for the application to be assessed
- Provide all requirements of the application such as financial statements and other supporting documentation
- Obtain consent to act on behalf of the Land Manager.

### Ineligible applications

Applications that are inconsistent with the objectives of the program will not be funded.

Applications that will not be funded include:

- Recurrent funding
- Not consistent with the Bass Coast Landcare Network Strategic Plan
- Funding for individuals without any public benefit
- Scholarships or subscriptions to organisations
- Projects already commenced or completed
- Non-acquittal of previous grants
- Applications that do not include all supporting documentation or where applications have not been fully completed will not be considered.

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### Assessment Process

A minimum of 3 Bass Coast Landcare Network Public Fund Trustees and the Executive General Manager of the Bass Coast Landcare Network have been appointed to consider all applications and make a recommendation to the Public Fund.

The following criteria shall be used to determine eligibility for funding.

Such criteria shall be reviewed in conjunction with the Community Grants Policy and signed off by the Public Fund as part of the policy review process.

### Criteria

Application is consistent with Bass Coast Landcare Network's Strategic Plan and other local Landcare Group Action Plans
Applicants must be able to demonstrate the community needs of a proposal and how the community within the Bass Coast Landcare Network area will benefit from the proposal
Applicants must be able to demonstrate what will be contributed in cash, voluntary services, or in-kind support to the proposal
Applications must demonstrate how the services or facilities are complementary to those provided by land managers, or are not provided by the land manager

The grant allocations can be confirmed at any meeting of the Public Fund Committee of Management.

Applicants shall be advised in writing if the project is confirmed for funding and will be displayed on the Public Fund's webpage for donations.

### Goods and Services Tax and Withholding Tax

- a) A grant by definition is considered to be a payment for goods and services under the GST legislation.
- b) The GST will be applied to community grants where the recipient of the grant is registered for GST. In this instance, the recipient will be liable to forward one-eleventh of the amount received from the Public Fund to the Australian Tax Office.
- c) The Public Fund is required by law to deduct 48.5% of any payment for goods or services supplied by individuals or organisations that are not registered for an Australian Business Number or provide a statement of the supplier.