Small Environment Project Grants
Guidelines 2018-2019

NORTHERN TERRITORY GOVERNMENT

Contents

1   Introduction

Small Environment Project grants are designed to support communities pursue initiatives that deal with or raise awareness about environmental issues in your local area.

2   Amount Available

Up to $5 000 is available.

3   What we are looking for

- Environmental projects and activities that inspire the community to get behind it are encouraged. For examples of the types of issues that can be addressed refer the Department of Environment and Natural Resources website and Facebook page.

- Projects that encourage collaboration and partnerships within your community to help you with volunteers and contribute resources to your project.

- Be open to promoting your activity or project through Northern Territory Government publications and newsletters so others know how you made an environmental difference through your project.

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

4   Eligibility

The Environment Project Grants are available to any incorporated organisation that wish to conduct an environmental project that is beneficial to the Northern Territory. To be eligible the applicant must not have 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. Examples of types of organisations that are eligible are:

- Schools
- Community Groups
- Industry Associations
- Local Government
- Aboriginal Corporations
- Not for profits
- Commercial enterprises.

If you are unsure whether your organisation is eligible you can contact the Grants Manager. 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 on this type of application please call the Grants Manager on (08) 8924 4002.

5   Tips for a Good Application

- Get started as early as you can. This will give you time to address any un-anticipated problems, including possible technical issues with the online application process. Rushed applications often contain avoidable errors which can be the difference between your application being successful or not.

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

- Read 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.

- Clearly state the environmental issue you are dealing, why you think it is important and how your project will address it. Provide enough detail to demonstrate how your proposal benefits the community/environment.

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

- If possible and relevant try and get as many partners on board as you can. Partners do not necessarily need to contribute money; they may provide in-kind services that can greatly increase the potential of the project. Provide letters of support from partners in your application. This will demonstrate support for the project and makes for a stronger application.

- You will be asked to demonstrate how the funding you have requested will be used. Think practically about what you need to complete your project successfully. Use your objectives as a guide. If possible provide quotes or links to indicative prices. This will show that you have put some effort into planning and are ready to go if your application is successful.

6   Application Process

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 by 1 October 2018

Applications must be entered and have a submitted status by 1 October 2018 to be considered for funding. 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 Department of Environment and Natural Resources.

7 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 assessment criteria should be taken into account when preparing your application:

1. What is the environmental benefit to community, region or whole of Territory?

- Environmental outcomes of the project in the target community/industry/region?
- Expected environmental health and social benefit delivered by project?
- Seed funding, does this project have the potential to grow and benefit other regions?

2. Addressing a significant environmental issue of concern

- Area of environmental concern clearly stated?
- Method of addressing area of concern clearly described?

3. Evidence of organisational capacity, commitment and community support?

- No outstanding reporting requirement or un-acquitted grants from previous rounds or other grant programs?
- Evidence of genuine commitment to the project to ensure continuity of outcomes?
- Evidence of capacity to deliver on outcomes (prior performance)?
- Level of demonstrated support and contributions (cash, in-kind, letters) from the community, industry or agency partners?
- Evidence of collaboration with other community sectors?
- Level of community engagement?

4. Quality of the application and proposed project?

- Is the application well written and researched with clear and realistic goals?
- Address an area of environmental concern in the Northern Territory that is in line with the current grant round's focus/category?
- Has the need for the project or benefits derived from it been demonstrated?
- Improve environmental management in urban or remote communities?
- Original, innovative?
- Represents good value for money?

5. Does the project contribute to equity? Does it:

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