

# Kangaroo Island Grassroots Grants

## 2021-22 Guidelines for applicants

The Kangaroo Island Landscape Board is pleased to offer Grassroots Grants to individuals, community groups and other not-for-profit organisations to help them achieve activities to benefit the Kangaroo Island environment and community. These grants are offered each year and are a requirement of the *Landscape South Australia Act 2019*.

Funding for the Grassroots Grants comes from the regional Landscape Levy and the Government of South Australia annual allocation for the Kangaroo Island Landscape Board (the board). This year a total of \$50,000 is available through the KI Grassroots Grants program.

Funding is available for projects valued between \$1,000 and \$8,000 (+ GST) for single year projects and up to \$16,000 for two year projects. Projects can begin on 1 July 2021. Single year projects must be completed by 30 June 2022 and two year projects by 30 June 2023. Funding will be awarded to projects on a competitive basis<sup>1</sup> and applications will be addressed against standard eligibility and assessment criteria.

Funding will be awarded on merit to those projects that demonstrate the best value for money and delivery of benefits in accordance with the board’s priorities.

**Applications open on 29 March 2021 and close at 3 pm on 30 April 2021.**

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<sup>1</sup> The Board reserves the right to allocate funding as it sees fit. Grassroots Grants could be awarded to specialist, emergency relief projects as required e.g. fire recovery.

## 1. Grassroots Grants eligibility

The Grassroots Grants are available to any Kangaroo Island individual, volunteer, community organisation or not-for-profit organisation seeking to undertake landscape management activities that help to achieve environmental and community benefits on Kangaroo Island.

The following eligibility criteria will need to be met. The applicant will need to:

- be an individual, volunteer, community organisation or other body working at the local level
- be undertaking natural resources management activities that help to achieve environmental and sustainable agricultural benefits at the local level
- be a legal entity<sup>2</sup>
- provide the agreement of any partner/s or a letter of support from partners with the application form
- ensure that proposed project activities are not a component of any other funding agreement, however, the proposed activities could be additional to an existing, or already funded project
- ensure that written approval for any works undertaken on land owned by another person/entity, other than the applicant, is attached to the application
- ensure a quote and/or justification of budget costs is attached to the application
- ensure they do not have an outstanding commitment to an earlier KI Grassroots Grant
- be undertaking all project activities within the Kangaroo Island Landscape Board region.

If the applicant is not a resident or ratepayer on Kangaroo Island, they must provide a letter of support from a Kangaroo Island organisation stating how their project will directly benefit the Kangaroo Island community or an invitation from a KI-based organisation to undertake a project on behalf of the community.

## 2. ABN requirements

Applicants that do not have an ABN can be sponsored by an entity with an ABN or they can provide a completed *Statement by Supplier* form. Contact the Grassroots Grants team for more information.

## 3. Activities eligible for funding

Eligible projects will contribute to one or more of the priorities outlined in the draft Kangaroo Island Landscape Plan 2021-2026. See link: [https://www.landscape.sa.gov.au/ki/about-us/our\\_regions\\_plan](https://www.landscape.sa.gov.au/ki/about-us/our_regions_plan)

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<sup>2</sup> Legal entities are individuals, partnerships (made up of two or more individuals), corporations/companies under the *Corporations Act 2001*, associations incorporated under the *Associations Incorporation Act 1985*, trustees in a trust (e.g. John Smith as Trustee for the Smith Family Trust).

These priorities are:

- A connected community at the centre of decision making
- Healthy terrestrial and marine ecosystems and biodiversity
- Sustainable primary production and the island's economy
- Effective water management
- Effective terrestrial and marine pest management

The type of activities that can be funded through the Grassroots Grants include:

- weed management (priority will be given to weed management coordinated across neighboring properties, or weed management with biodiversity or agricultural outcomes)
- pest or disease management
- fencing of native vegetation or revegetation
- erosion management
- revegetation
- water or wetland management
- sustainable agriculture trials
- educational activities
- raising community awareness and participation in landscape management.

#### **4. Activities which are not eligible**

The Grassroots Grants cannot be used for:

- projects, works or activities already funded by existing or future insurance claims
- activities that are causing or likely to cause environmental damage, either directly or indirectly
- property boundary fencing
- preparation of the grant application
- purchase of machinery, plant and equipment that is not clearly outlined in the project budget table in the application form
- activities that occurred before the grant began, or that have already begun
- project management and administration costs of the applicant which are not related to the project and do not appear in the project budget table in the application form
- routine administration expenses, including but not limited to, accommodation, office computing facilities, legal and accounting fees and bank charges
- existing debts or shortfalls
- marketing and promotion of the organisation, or existing services, (unless directly associated with the project and educational in nature)
- activities that are unlawful.

*Note: Other activities or spending may be ineligible where they do not directly support the goals of the grants program, or where it is contrary to the spirit and intention of the grant funding. If you are unsure about the eligibility of your proposed project or activities, please contact the KI Landscape Board via the contact at the end of these guidelines.*

## 5. How the funding works

The applicant will receive the grant funding when the grant agreement with the KI Landscape Board is signed. Grant funding must be expended as outlined in the grant agreement. Grant funding cannot be expended before signing of the grant agreement by both parties.

Two year projects may be considered for funding if the assessment panel believes the project requires guaranteed funding for subsequent years to be successful, and the benefits are consequently increased. Justification for two year projects must be included in the application and activities broken down into financial years in the budget table. A two-year project will require completion of agreed milestones and approval of progress reports for subsequent payments. Two year projects are only available to community organisations or a group of landholders working together.

Single year projects must be completed by 30 June 2022 and fully acquitted by 30 July 2022. Two year projects must be completed by 30 June 2023 and fully acquitted by 30 July 2023. Unspent grant funding must be returned to the KI Landscape Board once the project has closed.

Successful projects will acknowledge the Kangaroo Island Landscape Board in any promotions and publications and similarly the Kangaroo Island Landscape Board will promote the projects in the media and on social media from time to time.

## 6. How project submissions are assessed

Project proposals will be assessed against how well they address the following questions:

1. Is the applicant eligible to apply for a Grassroots Grant?
2. Is the application form complete, including any supporting documentation that is required?
3. How well does this project meet one or more of the Board's Kangaroo Island Landscape Plan 21-26 priorities?
4. Does the project application clearly outline what the project intends to achieve, why this is important, and the activities to be undertaken?
5. Does the project deliver good value for money in a way that will have a lasting impact?
6. Has the applicant demonstrated their ability to deliver their project and achieve the intended outcomes?

## 7. The application process

### Stage 1

It is strongly recommended that applicants discuss their project ideas with a Grassroots Grants team member (listed below in Section 9) prior to completing an application. This will help you to address the priorities of the Board, and identify opportunities for establishing a successful partnership.

## Stage 2

Once a project idea has been developed, the applicant will submit an application for assessment.

Applications must be submitted via **SmartyGrants** online. See link:

<https://landscape.smartygrants.com.au/KIGrassrootsGrants2021>

All grants will be managed through this system. Support to use the online system is available by emailing [ki.landscapeboard@sa.gov.au](mailto:ki.landscapeboard@sa.gov.au) or by calling Bec Mussared on 8553 4421 or Sharon Gullickson on 8553 4414 during business hours. If your query is in relation to your grant content, please refer to the list in section 9.

The closing time and date for applications will be 3 pm on 30 April 2021. There will be no extensions and late applications will not be accepted.

## Stage 3

Projects will be assessed against a set of pre-determined criteria by an assessment panel including Kangaroo Island Landscape Board staff and Board representation. A site assessment may also be conducted as part of the assessment process. A staff member would be in contact to organise such an assessment if required.

## Stage 4

Successful applicants will be notified before the end of June 2021. Unsuccessful applicants will be notified by letter. If the grant is successful, a grant agreement must be signed by both parties before any work is commenced. Grant funding will be provided upon receipt of a compliant Tax Invoice. Some projects may be funded in stages. These details will be included in the grant agreement.

## Stage 5

Projects can begin from 1 July 2021 and proceed against the agreed deliverables and any conditions outlined in the grant agreement. Grantees will be encouraged to invite Kangaroo Island Landscape Board members and staff to their activities to build relationships and document Grassroots Grants projects for promotion and engagement with the wider community.

## Stage 6

Single year projects must be completed by 30 June 2022 and two year projects by 30 June 2023. Reporting must be undertaken in accordance with the grant agreement with a final report and acquittal submitted by 31 July 2022 for single year projects and 31 July 2023 for two year projects. A report and acquittal template will be attached to Grant Agreement if your project is successful.

## 8. Monitoring

Successful projects will need to be monitored and information kept on the work undertaken. For example, if revegetating an area please photograph the site before and after planting. Keep a record of the number of plants planted, the type of guards used and how your revegetation went. More information will be provided with the grant agreement.

## 9. Variations

If the project cannot be completed, or applicants need to change the activities they are funded for, they will need to request a formal variation to the project. Please contact Bec Mussared on 8553 4421 or Sharon Gullickson on 8553 4414 during business hours. A project variation form will need to be completed for review by the selection panel. If successful the grant agreement will be amended and require re-signing.

## 10. Assistance with project applications and further information

If you need any assistance with the technical content of your application please contact a member of the Grassroots Grant team below:

Position	Contact	Role
Program Support Officer  Executive Officer	Bec Mussared E <a href="mailto:rebecca.musared@sa.gov.au">rebecca.musared@sa.gov.au</a>  Sharon Gullickson E <a href="mailto:sharon.gullickson@sa.gov.au">sharon.gullickson@sa.gov.au</a>	Grassroots Grants information, advice and technical support including for SmartyGrants
KI Native Plant Nursery Manager	Veronica Bates E <a href="mailto:veronica.bates@sa.gov.au">veronica.bates@sa.gov.au</a>	Revegetation and pest plant advice
Animal and Plant Control Officer	Jason Walter E <a href="mailto:jason.walter@sa.gov.au">jason.walter@sa.gov.au</a>	Weed management advice
Feral Animal Control Officer	Brenton Florance E <a href="mailto:brenton.florance@sa.gov.au">brenton.florance@sa.gov.au</a>	Feral animal management advice, sustainable agriculture advice
Water Officer	Mark Agnew E <a href="mailto:mark.agnew@sa.gov.au">mark.agnew@sa.gov.au</a>	Water and wetland management advice, Water Affecting Activity permit advice
Project Officer Narrow-leaved Mallee	Kym Lashmar E <a href="mailto:kym.lashmar@sa.gov.au">kym.lashmar@sa.gov.au</a>	Native vegetation protect and revegetation advice, coast and marine, including marine pest advice

If you need any assistance completing your application through SmartyGrants please contact Bec Mussared on 8553 4421 or Sharon Gullickson on 8553 4414 during business hours or email [ki.landscapeboard@sa.gov.au](mailto:ki.landscapeboard@sa.gov.au)