

GUIDELINES FOR APPLICANTS

Grassroots Grants

Northern and Yorke 2021-22

Grassroots Grants funding is provided by the Northern and Yorke Landscape Board (the Board) to help communities sustainably manage our region’s precious landscapes. Funding is available for projects valued greater than \$1,000 and up to \$10,000 (+ GST) for the 2021-22 financial year, with a total of \$221,000 available. Funding will be awarded to projects on a competitive basis and the Board expects to fund a broad range of projects across the region.

Funding will be awarded on merit to projects that demonstrate the best value for money and deliver outcomes that address the key priorities in the Northern and Yorke Landscape Plan. Applications will be addressed against standard eligibility and assessment criteria.

Applications open on 30 April 2021 and close at 5pm on 11 June 2021.

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1. Introduction - Northern and Yorke Landscape Board

The Northern and Yorke Landscape Board was established under the *Landscape South Australia Act 2019*. Grassroots Grants are provided by the Board through levy funding.

Consideration for funding will be made for a broad range of sustainable land management and environmental projects that address priority issues across the region.

Project applications must be submitted by **5pm Friday 11 June 2021** for project completion no later than 30 June 2022. Late applications will not be accepted.

2. Who can apply?

The applicant must:

- be an individual, volunteer, community organisation or other body working at the local level, delivering a not-for-profit project
- undertake landscape management activities that help to achieve Northern and Yorke Landscape Board priorities at the local level
- be a legal entity or be sponsored by a legal entity
- have the agreement of any partner and/or sponsoring organisation¹ to submit the proposal, and provide a letter of support with the application form
- ensure they are adequately insured with minimum of \$1 million public liability insurance coverage for the life of the project;
- ensure that proposed project activities are not a component of any other funding agreement
- ensure that written approval for any works undertaken on land owned by another person/entity, other than the applicant, is attached to the application
- undertake project activities within the Northern and Yorke Landscape Board region (See Appendix A for a map of the region)

An entity or individual does not require “not for profit” status to be eligible for funding. However, there does need to be a clear public benefit to support local level action.

Applicants must either be a legal entity (e.g. an individual, partnership, corporation/company, incorporated association) or be sponsored by a legal entity. If a sponsor is used they will enter into the grant agreement and be responsible for managing the funding on the applicant’s behalf.

Applicants are strongly encouraged to form partnerships (i.e. joint applications) with relevant organisations and explore ways to share resources between areas and projects to maximise outcomes and minimise the costs of administration and other forms of duplication.

3. Northern and Yorke Landscape Board Priorities

Eligible projects will contribute to one or more of the priorities of the Northern and Yorke Landscape Board:

- Pest Plant and Animal Control
- Sustainable Agriculture
- Water Management
- Biodiversity
- Communities

4. Funding

Funding will be offered to individuals, volunteers, community organisations and other bodies working at the local level on a not-for-profit project, on the following basis:

- **Payment** will be made upon signing of the grant agreement and the provision of a tax invoice prior to the project commencing. Alternatively, it may be deemed appropriate to pay on the receipt of progress reports. Larger projects may be required to complete progress reports, prior to release of full funding. Payment schedules will be detailed in the grant agreement.
- **Projects to be completed** by 30 June 2022 and fully acquitted by 30 July 2022. No extensions beyond 30 June 2022 will be available.
- Funding for a project manager may be considered for more complex projects. This needs to be itemised in the budget.
- Successful projects will be expected to **acknowledge** the Northern and Yorke Landscape Board in their promotions and publications. Logos and branding guidelines will be supplied upon request.
- Funding will not be provided for projects that have **already commenced** prior to signing of the grant agreement; and
- The Board reserves the right to **negotiate** the level of funding provided for individual projects with any grantee, prior to entering into a grant agreement.

5. Eligible expenditure

Only expenditure incurred by the funding recipient, directly attributable to the approved project, will be considered eligible expenditure.

Eligible expenditure cannot be incurred before the grant agreement has been signed by both parties, and must be incurred on or before the project completion date.

Funding is provided strictly to support the project and its core activities as per the grant agreement and any approved variations.

Ineligible activities and items include:

- establishment of new agricultural production sites or facilities;
- activities causing or with the potential to cause environmental damage, either directly or indirectly;
- preparation of the original grant application;
- undertaking activities which are considered the land manager's statutory responsibilities under *the Landscape South Australia Act 2019*, without matching land manager cash and/or in-kind contribution; and
- other activities or specific expenditure that the Board decides does not directly support the achievement of the planned outcomes of the project or that is contrary to the intention of the funding.

6. How will your project proposal be assessed?

Project proposals will be assessed against criteria, including how well the project:

- will achieve outcomes that align to the Northern and Yorke Landscape Plan **priorities**;
- represents good **value for money**;
- will be delivered through **partnerships**, including financial and/or in-kind contributions;

- d. will engage or build the **capacity** of the community;
- e. will be able to **measure** its success;
- f. will be able to support and **sustain** the outcomes after grant funding has expired;
- g. provides outcomes that **benefit** landscapes outside the public land system (may include work in National Parks and State reserves); and
- h. includes appropriate and sufficient supporting **documentation** to the application.

7. Application for funding and project delivery

Stage 1

It is strongly recommended that applicants discuss their project ideas with a Northern and Yorke Landscape Board staff member (see Section 9) prior to completing an application. This will give your project the best chance of success by helping your project align with the priorities of the Northern and Yorke Landscape Board.

Stage 2

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

Applications must be submitted online via **Smarty Grants**

(<https://landscape.smartygrants.com.au/NorthernandYorke2021>). All grants will be managed through this system. The closing date for applications is 5pm, Friday 11 June 2021. Extensions will not be available and late applications will not be accepted.

Stage 3

Projects will be assessed against a set of pre-determined criteria by a panel of Northern and Yorke Landscape Board members and staff. Recommended successful applications will be submitted to the Board for endorsement. A site assessment may also be conducted as part of the assessment process. A staff member would be in contact to organise this assessment if required.

Stage 4

Applicants will be notified by the end of July 2021 if their application has been successful. Unsuccessful applicants will also be notified by letter. If the application is successful, the 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

Project implementation will commence and proceed against the agreed deliverables and any conditions outlined in the grant agreement.

Grantees may be contacted by the Northern and Yorke Landscape Board staff to arrange viewing and/or promotion of the Grassroots Grants project outcomes.

Stage 6

The project must be completed by **30 June 2022**, and reporting provided by the grantee, in accordance with the grant agreement.

Stage 7

Project reporting and financial acquittal is **due** no later than 31 July 2022.

8. 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 and they will either assist with your query or direct you to the most appropriate person.

Position	Contact	Email	Mobile
Community Engagement Officer	Liz Ninnes	liz.ninnes@sa.gov.au	0458 144 562
Landscape Officer	Veronica Clayton	veronica.clayton@sa.gov.au	0409 678 122
Aboriginal Partnerships Officer	Matt Turner	matthew.turner@sa.gov.au	0429 478 473

9. Appendix A: Map of the Northern and Yorke region

