



COMMUNITY SUSTAINABILITY ACTION GRANTS

ROUND 6 | COMMUNITY CLIMATE ACTION

Prepared by: Grants Administration, Department of Environment and Science

The Department of Environment and Science acknowledges Aboriginal peoples and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past, present and emerging.

The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.

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Contents

Overview.....	4
Guidelines for applicants.....	5
Program objective— Community climate action.....	5
Applicant eligibility.....	5
Project sponsor eligibility.....	6
Partnerships and collaborations.....	6
Ineligible applicants.....	7
Available Funding.....	7
Project timeframes.....	7
Eligible projects and activities.....	8
Ineligible projects and activities.....	9
Eligible expenses.....	9
Important information for applicants.....	10
Additional information about project expenses.....	11
Ineligible expenses.....	12
Resources.....	13
Applications and GST.....	14
Assessment criteria.....	15
Application assessment.....	16
Application outcome.....	16
Funding availability.....	16
Required documents.....	16
Further information.....	17
Privacy statement.....	18
Grant terms and conditions.....	19

Overview

The Community Sustainability Action grants Round 6: Community Climate Action will provide grants of up to \$50,000 (excluding GST) to eligible recipients for community-led projects that encourage greater participation and help deliver climate action in Queensland. Up to \$1.2 million in grant funding is available in this round.

Grants will be provided for projects that focus on community-based solutions to help reduce greenhouse gas (GHG) emissions, better manage climate risks, and/or improve the climate resilience of local facilities, programs, assets or services.

Further details, including eligible applicants and eligible activities, are provided in these guidelines.

Applications close 4pm Thursday 28 April 2022.

For more information contact the grant program office by email csagrants@des.qld.gov.au or (07) 3330 6360.

Guidelines for applicants

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application. Application information is available at www.qld.gov.au/CSAgrants.

Program objective—Community climate action

The [Queensland Climate Action Plan](#), launched in July 2021, reinforces the Queensland Government's commitment to lower emissions, creating more jobs in more industries, and addressing the impacts of climate change.

The Queensland Climate Action Plan highlights bold but achievable targets set by the Queensland Government: to achieve zero net emissions by 2050; to power Queensland with 50% renewable energy by 2030; and to reduce emissions by at least 30% below 2005 levels by 2030.

This grants program will provide funding to projects that undertake activities which align to the [Queensland Climate Action Plan](#) and the targets embedded within it.

Eligible projects will undertake community-led activities which seek to:

- reduce carbon emissions
- increase climate resilience
- improve climate risk management.

To be considered for this grant program, applicants must be either an eligible organisation or sponsored by one.

Applicant eligibility

The following are eligible to apply for a grant in their own right:

- properly established incorporated associations (incorporated under the *Associations Incorporation Act 1981*)
- Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit organisations registered under the *Corporations Act 2001*
- First Nations corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- Regional Natural Resources Management (NRM) bodies.

Project sponsor eligibility

The following entities are eligible to apply for a grant with a project sponsor:

- unincorporated organisations
- unregistered charities and not-for-profit organisations
- First Nations community groups (unless otherwise eligible)
- youth groups (unless otherwise eligible).

Project sponsors must be one of the following organisations:

- an organisation eligible to apply for funding in their own right
- schools (government and non-government schools)
- tertiary education institutions administered by the Commonwealth or State
- a local government authority.

Project sponsors must take full responsibility for the legal and financial accountability of the project, including signing the grant agreement and/or any declarations and are required to approve all project related reporting. They are required to provide evidence of insurance for the lifetime of the grant period.

A letter from the project sponsor signed by an accountable officer must be included with the application which specifies that the organisation is willing to be the sponsor for the duration of the project.

Project sponsors are not able to financially benefit from the grant funding, however, a sponsor may be engaged by the applicant for any administration component of the project as outlined under eligible expenses in these guidelines.

An organisation may sponsor more than one project as well as submitting an application in their own right (subject to the criteria specified above under 'Applicant eligibility').

The term sponsor is interchangeable with the term auspice.

Partnerships and collaborations

Collaborations and partnerships can help build momentum and push community climate action even further.

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature where one applicant submits the application with a letter of commitment from the accountable officer of the second organisation.

Both partners may be required to be signatories on the grant agreement.

Applicants are encouraged to partner or collaborate with First Nations peoples, community groups or stakeholders such as environmental and conservation organisations.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- family trusts
- statutory bodies and authorities
- Australian government agencies
- state government agencies
- political parties or lobbyists
- local government authorities (other than as a sponsor)
- schools (government and non-government schools) (other than as a sponsor)
- tertiary education institutions administered by the Commonwealth or State (other than as a sponsor).

Available funding

Applicants may seek funding for grants up to \$50,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor).

Applicants may seek funding for a number of complementary eligible activities as part of the same application. The total value of this application must be no greater than \$50,000 (excluding GST). For example, a single application may seek funding to improve the energy efficiency of an eligible organisation's building through installation of a solar hot water system and shade infrastructure, as well as funding for related communication materials, such as onsite signage.

Applicants seeking funding for solar panels or solar hot water heaters must ensure that the total funding sought takes into account any discounts or financial incentives offered through the [Commonwealth Clean Energy Regulator's Small-scale Renewable Energy Scheme](#).

Project timeframes

Projects must be completed within three years from execution of the grant agreement.

Eligible projects and activities

Projects funded will focus on community-based solutions that help reduce greenhouse gas (GHG) emissions, better manage climate risks, and/or improve the resilience of local facilities, programs, assets or services.

Activities may include, but are not limited to the following:

Community resilience

- projects that kick-start circular economy outcomes within a community such as the establishment of share sheds and repair cafes
- projects that increase resilience to changing climate conditions such as establishing community gardens to reduce local reliance on climate-vulnerable food transport systems
- projects that foster action, innovation and collaboration between communities, including with businesses, industry, researchers and government to reduce GHG emissions and/or adapt to climate change.

Renewable energy systems

- purchase and installation of renewable energy systems (up to 30kW) in community facilities, such as solar panels, photo-voltaic systems, small-scale wind generators and battery systems
- upgrades to support existing renewable energy systems in community facilities such as switchboard or wiring upgrades.

Energy efficiency

- purchase and installation of energy efficient solar hot water heaters in community facilities
- purchase and installation of replacement refrigerators and whitegoods that are the highest energy rated available
- replacement of lighting to improve energy efficiency
- installation of blinds, skylights and double-glazed windows or doors to improve energy efficiency
- installation of shading infrastructure, including installation of green facades.

Ineligible projects and activities

Projects and activities not considered for funding under this round include:

- installation or upgrade of renewable energy systems or energy efficient systems on properties owned by the Queensland Government or the Commonwealth Government
- energy efficient installation or upgrades on a Local Government Authority (LGA) owned community facility except where the eligible applicant is able to provide evidence of their right to occupy the site (refer to the section 'Landholder permission')
- projects that have already commenced or are already complete
- projects that involve purchasing an asset that will not be owned and/or controlled by an eligible applicant
- projects of a commercial nature for the applicant or any project partner
- projects that are not undertaken in Queensland or that do not benefit Queensland communities
- publications or research projects
- those that duplicate projects already existing, or are planned, in a particular community
- fundraising events
- maintenance of buildings, existing projects or infrastructure, such as painting park benches or picnic tables, repairing roofs and restoring established gardens
- installation of community-owned renewable energy systems on private dwellings
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation which would then disseminate this funding to other organisations or individuals to complete the work)
- climate change education and knowledge programs.

Eligible expenses

Eligible expenses include, but are not limited to:

- purchase and installation of eligible renewable and energy efficient systems
- purchase of equipment and associated supplies to undertake activities directly related to the grant project
- personal protective equipment (PPE) related to the project activities
- project administration directly related to the administration of this grant project (up to 10% of grant funding—stationery, postage, office supplies and audit fees). This excludes salaries for project administration. Where applicable, an applicant may engage their project sponsor for project related administration costs (within 10% of the grant funding as outlined above)
- venue hire and the purchase of catering for volunteers participating in working bees
- salaries, wages and other employee costs directly associated with delivery of the project
- council application fees for renewable energy systems and energy efficiency equipment (where applicable)
- contractor fees where there is a clearly demonstrated need for the contractor's services.

Important information for applicants

Applicants will:

- bear all responsibility for items purchased and installed
- be responsible for ensuring that any products purchased, or works undertaken, are compliant with the relevant Australian Standards and building codes
- engage fully qualified and accredited tradespersons to install plant and energy efficiency equipment and will ensure that all qualified and accredited tradespersons have appropriate licences and insurances related to the project activity and for the duration of the installation. The department may require evidence of all licences and insurance as part of the application process.

The department will:

- take no responsibility for faulty installation or purchases, including for any energy efficiency equipment that becomes defective after installation has occurred
- not be responsible for providing any endorsement or make any warranty or statement about an applicant's choice of retailer and/or installer of any energy efficiency equipment.

Renewable energy systems

Renewable energy systems are systems (up to 30kW) such as solar panels, photo-voltaic systems, small-scale wind generators, battery systems and switchboard or wiring upgrades.

Applicants seeking funding for solar panels or other renewable energy systems must provide the following with their application:

- two recent energy bills, with one covering the summer season, for facilities held by an organisation for at least two billing cycles
or
- for newly acquired facilities where billing information has not yet been generated, a record showing likely energy use using best available data
and
- two quotes from Clean Energy Council accredited retailers/installers. Quotes must include projected energy savings, switchboard or wiring upgrades costs (where relevant), network connection costs, delivery and installation costs.

Applicants considering both solar panels and a solar hot water heater at the same facility are strongly advised to raise this during their discussions with Clean Energy Council accredited solar retailers when arranging quotes.

Energy efficient equipment

Energy efficient equipment is equipment that improves energy efficiency such as solar hot water heaters, refrigerators and whitegoods with a high star energy rating, improved lighting, installation of blinds, skylights, double-glazed windows, and/or shade structures including green facades.

Where applicable, applicants seeking funding to replace whitegoods and lighting with energy efficient varieties must provide an image of the plant/equipment that is to be replaced with their application along with details of the current model/lighting.

Disposal of any equipment

Where the proposed project involves the upgrade or replacement of equipment, the previous equipment must be disposed of responsibly and in a manner that does not result in a monetary or other gain for anyone other than the recipient organisation.

Additional information about project expenses

Please note the following information when preparing your budget.

It is strongly recommended that applicants commence their applications early to enable timely consultation with appropriate contractors and other stakeholders.

Quotes

Applicants must submit at least two quotes for contractor costs, assets and any other expenditure items over \$5,000 with their application. The quotes will assist the assessment panel to determine the project's value for money. If the applicant is unable to provide at least two quotes, a justifiable explanation must be provided in the application form as to why the quotes have not been provided.

Quotes related to the installation of solar powered energy systems

Quotes must be provided by [Clean Energy Council \(CEC\) Approved Solar Retailers](#), and installations completed by CEC accredited installers. Quotes must align with requirements set out in the [Solar Retailer Code of Conduct](#). It is preferable that CEC accredited installers visit the site when providing a quote, to consider site requirements, such as the structural integrity of the building.

Applicants considering both solar panels and solar hot water systems for the same facility are strongly advised to raise this during their discussions with Accredited Solar Retailers when arranging for quotes.

Quotes for batteries

Quotes for batteries must ensure that the batteries comply with the Clean Energy Council's [Battery Assurance Program](#).

Applicants seeking funding for salaries and contractors

It is preferable that the majority of project activities are completed by volunteers. However, it is acknowledged that some activities cannot be completed by volunteers and that contractors must be engaged to complete certain components of the work.

As such, applicants seeking funding for salaries and contractors must demonstrate in the application why these are vital to the completion of the project.

Applicants seeking funding for capital works

Applicants seeking funding for significant capital works including contour banks, diversion banks, and levees are required to seek professional technical advice prior to submitting the application. This advice must be provided with the application.

Ineligible expenses

Ineligible expenses include, but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 10% of original grant funding
- entertainment, event or celebration expenses
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of fuel cards
- purchase of land or buildings
- purchase of a motor vehicle or a boat
- fees related to attending conferences, workshops and events
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses
- devolved grant funding
- permits and licences
- grant funding application and consultancy fees.

Landholder permission

Private land

Organisations seeking to undertake a project on private or council land must obtain written approval to conduct the project from the relevant landholder prior to submitting their application.

State land

Organisations seeking to undertake project activities on State land must obtain written approval to conduct the project from the relevant Queensland Government agency prior to submitting their application.

This excludes the installation or upgrade of renewable energy systems or energy efficient equipment on properties owned by the Queensland Government or the Commonwealth Government.

Energy efficiency upgrades on a local government owned community facility

If the building in which an asset is to be installed is owned by a LGA, the applicant **MUST** provide either:

- a lease agreement indicating that the applicant organisation has the right to occupy and the responsibility to maintain the site; or
- a letter from the LGA which states:
 - that the applicant has the right to solely occupy the site
 - the purpose of the applicant's activities
 - the length of the applicant's current period of occupation and when that is due to expire

- confirmation to extend the arrangement and a date when this arrangement will be extended to.

Failure to provide this supporting documentation will deem the application ineligible.

Resources

There are a range of websites available which may provide useful reference material for applicants during the development of an application:

- Energy efficient products: <http://www.energyrating.gov.au/>
- Solar for small to medium businesses: <https://www.business.qld.gov.au/industries/mining-energy-water/energy/renewable/solar-business>
- Purchasing solar products: <https://www.qld.gov.au/law/your-rights/consumer-rights-complaints-and-scams/buying-products-and-services/buying-products/buying-solar-products/>
- Technology certificates for small-scale renewable energy systems: <http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Agents-and-installers/Small-scale-technology-certificates>
- Planet Ark information for recycling of white goods and other replaced items: <http://recyclingnearyou.com.au/>
- Adapting to climate change: <http://www.qld.gov.au/environment/climate/adapting/>
- Beyond Zero Emissions' Zero Carbon Communities: [Beyond Zero Emissions - Zero Carbon Communities \(bze.org.au\)](http://beyondzeroemissions.org/)
- Clean Energy Council consumer guide: <https://www.cleanenergycouncil.org.au/consumers>
- Clean Energy Council Battery Assurance Program: <https://www.cleanenergycouncil.org.au/industry/products/batteries>
- Connecting your solar system to the grid: <https://www.qld.gov.au/housing/buying-owning-home/energy-water-home/solar/connecting-solar-to-the-grid>

Application process

Applicants are required to submit the application and all supporting documentation in full by the submission deadline.

All applications must be submitted using [SmartyGrants](#), the department's online grants administration program.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account you can login using your existing details.

The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your application.

If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the [Australian Tax Office](#) on this matter.

Applicants which are not registered for GST are strongly encouraged to contact the grants coordinator to discuss their budget by telephone on (07) 3330 6360.

Assessment criteria

All eligible applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with relevant expertise.

Projects will be assessed on the following assessment criteria:

1. Meets the objectives of the program

This includes the extent the proposed project:

- will focus on community-based solutions that help reduce greenhouse gas (GHG) emissions, and/or better manage climate risks, and/or improve the resilience of local facilities, programs, assets or services and
- aligns with and supports the Queensland Climate Action Plan.

2. Demonstrates clear project outcomes

This includes the extent the application:

- provides a clear explanation of the proposed project activities
- provides a detailed and reasonable timeframe to complete the activities
- demonstrates organisational capability and capacity for delivering the project
- clearly details how the project will be monitored and how results will be evaluated.

3. Represents value for money

This includes:

- the scale of the project and activities versus the funding sought
- the cost of the project versus the time and resources requested
- whether there is a contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- whether at least two quotes have been provided for contractor costs, for the purchase of assets and any other expenditure items over \$5,000
- whether the application requirements for solar energy systems, where applicable, have been met.

4. Encourages community/volunteer engagement in the delivery of climate action in Queensland

This includes the extent that the proposed project:

- engages the community and volunteers in climate action; and/or
- demonstrates community benefit; and/or
- assists in reducing the impact of volunteer's activities on the climate, where renewable energy systems or energy efficient equipment is installed.

Applications will also need to outline how the proposed project activities do not increase emissions elsewhere in the community.

The assessment criteria is not weighted.

Where relevant, an applicant's past performance under another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

Application assessment

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision maker for all funding recommendations.

Application outcome

All applicants will be advised of the outcome of their submission in writing. Details including the name of successful applicants, funding allocated, location of the project and a description of the project will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the Grants Coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing csagrants@des.qld.gov.au.

Funding availability

Funding is expected to be available from June 2022, pending signing by both parties of a grant agreement, and the provision of all required documentation to the department.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until project acquittal.

If an applicant has been successful in applying for a Community Sustainability Action grant in a previous round, funding may not be provided until previous projects have been completed and acquitted.

Required documents

- Eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) Incorporated Association - a copy of the Certificate of Incorporation.
 - b) Registered Charity - a charity certificate from the Australian Charities and Not-for-profit Commission.
 - c) Not-for-profit entity (not registered with the ACNC) – A Certificate of Registration of Company from ASIC and a copy of the organisation's constitution.
 - d) Indigenous Corporation - Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation.
- A letter of support from the project sponsor (if applicable)
- A letter of support from the project partner (if applicable)

- Letter of commitment for maintenance (if applicable)
- At least two quotes for all contractor expenses, asset purchases and any other expenditure items within their application valued over \$5,000 (ex GST).
- Evidence of commitment of cash or other contributions (such as letters from contributors)
- A detailed map and photographs of the project site location and the project activities location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur.
- Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site. Refer to Landholder Permissions in these guidelines.
- Financial documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number;

or, for organisations without an audited financial statement:

 - b) A balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants (or their project sponsor where relevant) will be required to provide the following prior to release of any grant funding:

- Evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable)
- For projects seeking funding for solar panels and/or solar hot water heaters:
 - a copy of the application and the final network connection agreement from the recipient's [electricity distributor](#). If connection to the electricity grid is not permitted, a copy of the options made available to the recipient must be supplied to the department in lieu of a network connection agreement.
 - a copy of the report supplied to the recipient by a solar panel installation contractor, which details the estimated annual savings (financial and kW) that the installation will have at the project site.

Applicants for energy efficiency and/or renewable energy related projects must also refer to 'Important information for applicants' in these guidelines.

Further information

If you have any questions relating to these guidelines or if you would like to discuss your application please contact the grants coordinator by telephone on (07) 3330 6360 or by email at csagrants@des.qld.gov.au.

Please note: a grants coordinator can provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

Privacy statement

The Department of Environment and Science is collecting personal information in the application for Community Sustainability Action grants program Round 6: Community Climate Action to assess your application for funding and prepare a grant agreement, should your application be successful.

All personal information you provide in this application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Queensland Minister for Environment and Science and the minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Queensland Government website:

- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email privacy@des.qld.gov.au

Grant terms and conditions

Applying for the grant

- Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- Applicants (or their project sponsors) must be covered by at least the following insurance:
 - a) public liability insurance of a minimum of \$20 million
 - b) workers and volunteers under the Queensland *Work Health and Safety Act 2011*.
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- Only one grant per applicant will be provided however, more than one application per organisation can be submitted.
- Applicants may seek funding for a number of complementary eligible activities as part of the same application. The total value of this application must be no greater than \$50,000 (excluding GST).
- A sponsor may sponsor one or more projects and may receive a grant in its own right if eligible

Grant agreements and the provision of funding

- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant agreement will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties sign the grant agreement, along with the provision of any additional required documentation to the department.
- The project activities cannot commence until both parties have signed the grant agreement and any additional required documentation is received by the department.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant agreement.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant agreement. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No

variation is to be implemented without the applicant first receiving a notice of approval from the department.

- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All projects must be completed within three years from the signing of the grant agreement.

Reporting requirements

- All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements. Reports will be requested on at least a six monthly basis.
- All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants exceeding \$10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.
- Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

Announcement of successful applicants

- The Minister for Environment and Science will announce successful applicants.
- Following the announcement, successful applicants will be listed on the Queensland Government website.
- All applicants will be advised of the outcome of their application in writing.
- Successful recipients are to treat their funding as confidential prior to the announcement by the Minister for Environment and Science of the successful applicants. This means no media or public announcements of the project until the Queensland Government has made an announcement.