

## Increasing Resilience to Climate Change - Community Grants Guidelines

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## Grant Summary

The Department of Planning, Industry and Environment supports thriving, sustainable and resilient communities across NSW.

Climate change impacts are already being felt across NSW and present a significant future challenge. By better understanding the impacts of climate change on our environment, communities and lifestyles, we can prepare and adapt for the future. Changes in some types of natural hazards have already been observed. For example, there have been increases in the frequency and intensity of heat waves and in heavy precipitation. Resilience to climate change impacts can be increased through collaborative, community-driven adaptation activities.

The Increasing Resilience to Climate Change Community Grants program provides funding for local communities to address climate change impacts in their region. It provides grants between \$10,000 to \$30,000 to community organisations, with a total of \$600,000 available for the program. The grants program is funded through the NSW Government's Climate Change Fund.

Incorporated non-government and not for profit organisations, land councils and aboriginal corporations are eligible to apply to manage and/or administer the grants. Unincorporated community groups can apply to lead a grant application in partnership with one of the above eligible administrative applicants or a local council.

The IRCC Community Grants program will:

- Identify and support practical projects focused on reducing climate change impacts with clear community benefit;
- Foster partnerships between community groups and regional stakeholders that will increase resilience to climate change impacts; and
- Generate and share lessons on best practice approaches to community adaptation.

## 1. Who can apply?

The IRCC Community Grants program provides funding to local community groups to adapt to climate change impacts in their region of NSW.

Eligible projects must either be led by, or implemented in partnership with a community group, a traditional owner corporation, or not-for-profit organisation.

Community groups/organisations may nominate another organisation to administer grant funds on their behalf. If the lead applicant is unincorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation or government entity to be eligible to apply. Please include details of both the administrator and that organisation's primary contact in the application.

In addition, to be eligible for funding, applicants must:

- be or be partnered with an incorporated body, cooperative or association (including business associations)
- be financially solvent
- have a current ABN
- demonstrate a clear capacity to deliver the project in your local area, within NSW
- submit a Case Study on completion of the project, noting measurable outcomes (e.g. Number of citizens affected/benefited from project)

- be primarily for unrestricted public benefit, not private benefit.

## Project Administration

DPIE expects the project to be led and implemented by a community group, a traditional owner corporation, or not-for-profit organisation, not the Administrator.

Funding Agreements are prepared in the Administrator's name, who signs on behalf of the applicant. Payments are made to the Administrator who is responsible for dispersing funds on the Grantee's behalf and for the preparation of financial reports.

DPIE recommends that an agreement be reached (preferably in writing) between the Grantee and the Administrator in relation to the project's roles and responsibilities.

## 2. Who cannot apply?

The following cannot apply for funding as project lead or sole proponent:

- Individuals
- Federal and State government agencies
- Local Government where they are the lead organisation.

## 3. What might be funded?

The program will fund two categories of projects:

### 1) Building Adaptive Capacity

Projects that build the capacity of communities or regions to better plan for, coordinate and deliver actions that support communities to adapt to current or future climate change impacts. This could include (but is not limited to):

- Projects that strengthen climate change knowledge and leadership among individuals and communities
- Projects that create a network of stakeholders to share climate change adaptation knowledge and lessons learned
- Projects that build knowledge of climate hazards, help community assess potential impacts on households, business and local communities, and identify actions that individuals and communities can take
- Projects that promote and share knowledge on community resilience to climate change impacts.

### 2) Delivering Adaptation Action

Projects that implement practical actions that will support communities and regions to adapt to current or future climate change impacts. Successful projects could pilot new approaches to address local adaptation issues, apply best practice approaches to benefit communities, or extend existing projects to increase the benefit to the community. This could include (but is not limited to):

- Projects that prevent, mitigate or reduce exposure to identified climate impacts in your local area
- Projects that increase resilience to changing climate conditions (e.g. more resilient revegetation techniques or improved community management of heatwave or extreme weather events)

- Projects that pilot engaging in a new activity or changing practices to take advantage of changing climatic conditions
- Projects that demonstrate opportunities for adaptation and mitigation co-benefits (e.g. green wall/roofing, shading or green canopy).

***For more information on local climate change projections and impacts please refer to the AdaptNSW for NSW and your region:***  
<https://climatechange.environment.nsw.gov.au/Climate-projections-for-NSW>

## Project eligibility

Projects eligible to apply for this funding must meet the following criteria:

- The project is implemented in NSW
- The project clearly delivers an adaptation outcome as the primary objective of the project
- The funding sought for this project exceeds \$10,000 and is up to \$30,000
- The project is led by a not-for-profit or community group, or implemented in partnership with either a local council, land council or traditional owner corporation
- Addresses an identified climate impact (e.g. temperature extremes, rainfall changes such as drought and flood, increased fire weather) referenced from an AdaptNSW Regional Climate Change Snapshot
- Considers social, economic and environmental benefits.

## 4. What will not be funded?

Projects with a primary focus on climate change mitigation (emissions reduction) or renewable energy will not be supported as part of this grants program. However, the inclusion of climate change mitigation or renewable energy project components that support the delivery of climate change adaptation actions/benefits as the primary outcome of the project will be eligible for funding.

Additionally, the following projects or activities will not be funded by the IRCC Community Grants program:

- Projects or activities located outside the State of NSW
- for-profit organisations, including small business
- solely for private/individual gain
- applications that seek support for supplementing, increasing or continuing business as usual of the organisation
- applications that request recurrent/ongoing program funding
- projects that duplicate existing services
- applications that seek funding for work already undertaken or that will commence before funding decisions are made
- applications that seek funding for projects which produce commercial outputs
- reimbursement of salaries of existing staff who will be supervising or working on the project as part of their usual duties. However, the grant may fund additional human resources to specifically work on the project

- activities that do not respond to a climate change impact/s
- projects that are primarily renewable energy installation, or
- The purchase of land.

## 5. What funding is available?

The total available funding under the IRCC Community Grants program is \$600,000. Funding details are;

- a minimum of \$10,000 and up to \$30,000 will be awarded per application
- projects should be implemented between 30 March 2020 and 30 August 2021
- more than one application can be submitted per organisation/group.

## 6. What are the evaluation criteria?

### Evaluation Criteria

Eligible projects will be assessed against the following evaluation criteria to determine the successful applicants.

**Table 1: Evaluation Criteria Weighting**

Project builds adaptive capacity and builds knowledge of climate change and adaptation action to increase resilience to current or future climate change impacts within the community	40%
Project demonstrates best practice adaptation outcomes that are clear and will deliver tangible benefits to the community and/or region: addresses climate change impacts referenced in an NSW Regional Climate Change Snapshot or equivalent Local or State Government climate risk management documentation.	20%
Project delivers cost effective adaptation action(s) with outcomes that are clear and will deliver tangible benefits to the community and/or region	20%
Project engages local and/or regional stakeholders and encourages shared learning and partnerships within the region	20%

Note: Administration costs associated with running and managing the program internally (e.g. the financial administration of the project or preparation project report should not exceed 15% of total budget.

## 7. What supporting documents will need to be provided?

Please submit the following documents with your application:

- Letter of commitment from each organisation and partner's CEO or delegate
- Copy of Public Liability Insurance Certificate
- \*Copy of Personal Accident Insurance
- \*Copy of Professional Indemnity Insurance
- Copy of Proof of Incorporation; and
- Any other documents that support your application.

\*Note: A nominated Administrator organisation may supply these documents on behalf of the applicant.

## 8. What are the funding conditions?

### Funding agreements

Successful applicants will be required to enter into a funding agreement with DPIE.

### Legislative and regulatory requirements

In delivering the activity grant recipients are required to comply with all relevant Commonwealth and state/territory legislations and regulations, including but not limited to:

- The Privacy Act 1988 (Commonwealth)
- The NSW Freedom of Information Act 1989
- Work Health and Safety Act 2011 (NSW).

### Tax implications

Applicants should consult the Australian Taxation Office or seek professional advice on any taxation implications that may arise from this grant funding.

Successful applicants without an ABN will need to provide a completed Australian Taxation Office form "Statement by a Supplier" so that no withholding tax is required from the grant payment.

### Acknowledging the NSW Government's support

Successful applicants are expected to acknowledge the NSW Government's support and promotional guidelines will form part of the funding agreement. Successful applicants must liaise with the departmental program area to coordinate any public events or announcements related to the project.

### Payments

Payments will be made if:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected

- other terms and conditions of funding continue to be met.

## Monitoring

Grant recipients are required to comply with project monitoring and reporting requirements as outlined in the funding agreement. This may include progress reports, site inspections, completion reports and acquittal documentation.

## Privacy

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement.

The Department may also disclose information you supply to us for the purpose of evaluating and/or auditing its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

## 9. What is the application process?

Applications are submitted online using SmartyGrants.

To apply, go to the grant program web page [adaptnsw.smartygrants.com.au](http://adaptnsw.smartygrants.com.au) and click on the 'Start a submission' button.

### Attaching required documents

Supporting documents must be in an acceptable file type, such as Word, Excel, PDF, or JPEG.

You will receive an application number when you apply online. Please quote this number in all communications with the department relating to your application.

All supporting material must be received by the application deadline.

Make sure your application is submitted by 11:59PM on Friday 31 January 2020.

Note: No hard copy applications will be accepted. Late and incomplete applications will not be considered.

## 10. Contacts and additional information

Additional information is available at the grant program web page [adaptnsw.smartygrants.com.au](http://adaptnsw.smartygrants.com.au)

Visit the [AdaptNSW website](http://AdaptNSW website) to download your region's climate snapshot.

If you require assistance submitting your application online or would like to discuss your project idea please send an email to [adapt.NSW@environment.nsw.gov.au](mailto:adapt.NSW@environment.nsw.gov.au) and a team member will get in contact.

## 11. What is the notification process?

Successful and unsuccessful applicants will be notified in writing after the assessment process is completed. All decisions are final and are not subject to further review. Unsuccessful applicants can ask for feedback on their application, but the provision of individual feedback is not guaranteed.

## 12. Key dates

Applications close 11.59pm Friday 31 January 2020

Applicants notified Monday 16 March 2020

Activities commence after Monday 30 March 2020

Activities completed 30 August 2021

Acquittal reports submitted Monday 6 September 2021

## 13. Checklist

Read these guidelines and the information about this grant program at [adaptnsw.smartygrants.com.au](http://adaptnsw.smartygrants.com.au) before applying and complete the following checklist.

Have you:

- Read these guidelines carefully?
- Checked if you are, or your organisation is, eligible for this grant funding?
- Checked if your activity is eligible for this grant funding?
- Checked that you would be able to comply with all relevant laws and regulations in delivery of your activity?
- Reviewed the Regional Climate Change Adaptation Snapshot Report for your region?
- Prepared the appropriate supporting documents?

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