



Community Zero Emissions Grants Program



Everyday
**climate
choices**

Guidelines for applicants

Round Seven 2023-2024

Applications close 5pm 4 April 2024



ACT
Government

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Acknowledgement of Country

We acknowledge the Ngunnawal people as Canberra's first inhabitants and Traditional Custodians. We recognise the special relationship and connection that Ngunnawal people have with this Country. Prior to the displacement of Ngunnawal people from their land, they were a thriving people whose life and culture was connected unequivocally to this land in a way that only they understand and know and is core to their physical and spiritual being. The segregation of the Ngunnawal people from Culture and Country has had long-lasting, profound, and ongoing health and well-being effects on their life, cultural practices, families, and continuation of their law/lore. We acknowledge the historic interruption of the Ngunnawal people of Canberra and their surrounding regions. We recognise the significant contribution the Ngunnawal people have played in caring for Country. For time immemorial they have maintained a tangible and intangible cultural, social, environmental, spiritual, and economic connection to these lands and waters.

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Produced by the Environment, Planning and Sustainable Development Directorate

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Minister's Foreword



The ACT is leading the nation in the transition to net zero emissions through the everyday choices of Canberrans and a wide range of emissions reduction policies and programs. However, the need for further progress remains urgent as the impacts of climate change become more apparent. In the ACT, climate change is expected to create more extreme heatwaves, bushfires, droughts and storms. Reducing emissions will lead to a better and safer future for us all.

Community organisations have unique networks and reach within the community and can make an important contribution in engaging Canberrans on reducing emissions and becoming more resilient to the effects of climate change. The six previous rounds of the Community Zero Emissions Grants Program (the Program) have supported community organisations to deliver 35 emissions reduction projects across a range of priority areas.

The ACT Government will provide \$300,000 over the next two years to the Program, with up to \$150,000 of grant funding available each year. This funding will continue to support our collective efforts to reach the ACT's target of net zero emissions by 2045.

I am pleased that under this Program, funding will continue to be available for projects that increase the community's resilience to the impacts of climate change. It is important that we support our community to prepare for and adapt to the impacts of climate change by equipping communities with the knowledge and tools they need. Supporting climate change resilience complements our efforts to reduce greenhouse gas emissions.

I encourage you to consider these guidelines and apply for a grant to help reduce greenhouse gas emissions and to increase community resilience to climate change impacts.

Shane Rattenbury MLA

Minister for Water, Energy and Emissions Reduction

The Community Zero Emissions Grants Program

How to use these guidelines

These guidelines provide important information to help you complete an application for funding under the Community Zero Emissions Grants Program.

They include guidance on Program objectives and priorities, eligibility criteria and the types of activities that may be funded. They also outline how applications will be assessed and what to expect if you are awarded a grant.

Contact us

For more information about the Community Zero Emissions Grants Program, please contact:

Community Grants

Environment, Planning and Sustainable Development Directorate

Phone: 13 22 81

Email: EPSDDCommunityGrants@act.gov.au

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1. About the Community Zero Emissions Grants Program

The Community Zero Emissions Grants Program (the Program) provides funding to eligible organisations for projects that support the ACT community's transition to net zero emissions and/or community resilience to climate change impacts.

The ACT Government has committed \$600,000 over four years (2021–22 to 2024–25) to eligible not-for-profit organisations and individuals.

1.1. Program objectives

The Program is designed to fund projects that will:

- assist the community to reduce greenhouse gas emissions and increase community resilience to climate change impacts
- drive greater community awareness and engagement in the transition to net zero emissions and in resilience to climate change impacts
- develop and implement innovative solutions and generate new knowledge to support a community transition to net zero emissions and increased resilience to climate change impacts.

For the purposes of this Program, resilience is defined as '*the ability of the ACT community to prepare for and adapt to the impacts of climate change, including more extreme heatwaves, droughts, storms and bushfires.*' This definition is consistent with the framing of resilience in the ACT Climate Change Adaptation Strategy 2019–25 and recognises the climate change impacts that are predicted to be most significant in the ACT.

1.2. Funding available

\$150,000 of funding is available in Round Seven of the Program. The funding limit is \$50,000 (excluding GST) per single application and \$75,000 (excluding GST) per joint application (refer to Section 2.5 for information on joint applications).

While grant funding from the Environment, Planning and Sustainable Development Directorate can cover the full costs of projects, proposals that can show additional funding leverage and/or jointly funded projects will be competitive during the assessment process (refer to Section 2.3 for information on applicant contributions). Successful applicants are responsible for any remaining eligible and ineligible project costs in excess of the grant funding provided.

1.3. Important dates for Round Seven

Applications open: 20 February 2024

Applications close: 5pm 4 April 2024

Funding provided: Within 30 days of the Deed of Grant being signed by both parties

Acquittal of funds: Within 30 days of the end of the grant period

1.4. Program priorities

The Program priorities for Round Seven are:

- reducing greenhouse gas emissions from transportation
- reducing greenhouse gas emissions from natural gas use
- supporting the community to prepare for and adapt to the impacts of climate change, including more extreme heatwaves, bushfires, droughts and storms.

The projects must be targeted toward one or more of the Program priorities. Applicants are required to nominate the Program priorities for their project.

2. Guidelines for applicants

Please refer to the below guidelines when preparing a grant application.

2.1. Policy underpinning the allocation of funding under the program

The Program supports implementation of the Government's commitment in the ACT Climate Change Strategy 2019–25 to *'Support community-driven solutions to climate change including through grants and trialling new models for collaboration'*.

The Government is committed to working collaboratively with the ACT community to achieve our climate change goals, including reducing greenhouse gas emissions to net zero emissions by 2045. Now that the ACT has achieved 100% renewable electricity, most ACT emissions are from transport (around 60%) and natural gas (around 20%).

Expanding the Program to include projects that increase community resilience to climate change impacts delivers Action 1.1 of the ACT Climate Change Strategy 2019–25, to *'Expand the scope of the Community Zero Emissions Grants to support community projects that reduce emissions and/or increase resilience to climate change and prioritise projects that offer replicable solutions'*. Resilience projects will be targeted to the key impacts of climate change that the ACT will likely experience, as outlined in the strategy.

In the coming decades, it is likely that climate change will lead to increased, more extreme heatwaves, bushfires, droughts and storms in the ACT. Ensuring our community is resilient to these impacts is a key priority for the Government. Community organisations are uniquely placed to engage with diverse groups in the ACT community that may experience these impacts, and that face barriers to preparing for and adapting to climate change.

2.2. How much can be applied for?

The maximum funding for Round Seven is \$50,000 (GST exclusive) per eligible organisation. Only eligible organisations seeking \$50,000 or less will be considered eligible for assessment.

Groups of eligible organisations may consider submitting joint applications. The maximum funding for joint applications in Round Seven is \$75,000 (GST exclusive), refer to Section 2.5 for more information.

The minimum funding for Round Seven is \$2,000 (GST exclusive) for single and joint applications.

2.3. Applicant contributions

Applicants are encouraged to contribute towards their proposed project through cash and/or in-kind contributions. In-kind contributions are non-cash contributions towards eligible project costs. The reported value of in-kind contributions must be consistent with current market rates.

For in-kind contributions to count towards eligible project costs they must directly relate to the project and eligible activities.

If volunteer labour is included as an in-kind contribution, it can be costed at \$41.72 per hour. In-kind professional or contractor time contributed should be calculated at current average industry rates.

2.4. Other funding sources

If applicants are seeking additional funds from other sources, costs need to be clearly defined and show transparent application of project funds to reflect activities (or components of projects) that have been funded through other sources.

Other funding can come from any source including Commonwealth, state, territory and local government grants. However, funding from other sources cannot be used for the same activities (or components of projects) as funding secured under the Program.

2.5. Joint applications

Two or more eligible organisations can work in partnership on a single project. Joint applications must nominate one lead organisation. Only the lead organisation can submit the application form and enter the grant agreement with the Government. The application should identify the other members of the partnership and include a letter of support from each of the project partners that provides:

- details of the project partner and contact officer
- an overview of how the project partner will work with the lead organisation and any other project partners that are engaged to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the project
- the roles/responsibilities the project partner will undertake, and the resources they will contribute (where relevant).

This letter should be signed by the Chief Executive Officer (or equivalent) for the partnering organisation.

2.6. Auspiced applications

Individuals and non-incorporated groups must apply through an auspicing arrangement with an incorporated not-for-profit organisation. The auspicing organisation accepts legal responsibility including financial accountability for a project. If your organisation is not a legal entity you will need to arrange for an organisation that has legal status to act as an auspice. Where an application includes an auspicing organisation, they are required to:

- sign the Deed of Grant
- receive grant funds and disburse the funds in accordance with the grant guidelines and Deed of Grant
- not unreasonably withhold funds from the auspiced group for the implementation of the project
- comply with all grant funding contractual obligations, including the provision of progress reports, evaluation reports and financial acquittal documentation
- submit the Project Evaluation Report and Financial Acquittal Report on behalf of the auspiced group.

2.7. Use of consultants

Applications must be received directly from the organisation or individual delivering the project or activity. Applications prepared by third party consultants will not be accepted.

3. Eligibility

3.1. Eligibility criteria

To be eligible for the Program, an organisation (or the auspicing organisation) must meet ALL of the following criteria.

It must:

- be a not-for-profit organisation or not-for-profit group with an incorporated legal structure registered under the *Corporations Act 2001* (Cth) (e.g. be an incorporated association, a company limited by guarantee, an Indigenous corporation or a non-trading co-operative). Individuals and non-incorporated groups can apply through an auspicing incorporated not-for-profit organisation
- have a minimum of \$10 million public liability insurance or provide a quote from an insurance company and then become insured for \$10 million public liability upon becoming successful for funding. This grant cannot be used to pay for the required insurance
- be applying for funding for a project to be undertaken within the ACT and primarily for the benefit of ACT residents

- if undertaking works to a property, have permission of the building owner to do so. This is critical where organisations lease ACT Government properties, which may be subject to existing repair and maintenance or minor capital works programs
- have obtained any other relevant approvals and authorisations to undertake activities associated with the application
- have completed any outstanding grant acquittal reports due to the Environment, Planning and Sustainable Development Directorate or have applied for an extension for existing grants or grants acquittal reports
- have completed all relevant questions in the application form and have the declaration signed by the appropriate person (i.e. CEO or other authorised delegate)
- be prepared to enter into a Deed of Grant with the Territory.
- Refer to Section 9 for more information on entering into a Deed of Grant with the Territory.

Please note: Applications may not be assessed for funding if the applicant does not comply with the above eligibility requirements.

3.2. Who is not eligible to apply?

The following entities are not eligible to apply for funding under the Program:

- Individuals and unincorporated organisations (unless auspiced by an incorporated not-for-profit organisation)
- Family trusts
- Statutory bodies and authorities
- Australian Government agencies
- ACT Government agencies
- Other state or territory agencies
- Political parties registered under the Commonwealth Electoral Act (1918)
- For-profit groups and public companies.

3.3. How many times can I apply?

While organisations may submit multiple applications for consideration, only one grant can be awarded to each organisation per round.

3.4. What projects and activities are eligible?

Round Seven grants are available for projects and activities that will address one or more of the Program priorities:

- reducing transport emissions
- reducing natural gas emissions
- supporting the community to prepare for and adapt to the impacts of climate change, including more extreme heatwaves, bushfires, droughts and storms.

3.5. What expenses are eligible?

To be eligible, expenses must be:

- a direct cost related to the project
- incurred between the project start and end date.

Eligible expenses include but are not limited to:

- development of projects and activities that support the transition to net zero emissions and/or increase resilience to climate change impacts
- purchase and installation of technology or technologies that support the ACT community's transition to net zero emissions and/or increase community resilience to climate change impacts
- personal protective equipment (PPE) and tools to undertake activities related to the grant project or activity
- capital works (supported by technical advice) related to the grant project or activity
- project administration/oversight directly related to the administration of the grant project or activity, current employees are eligible (up to 10% of the grant amount)
- salary component for NEW staff member employed specifically for the grant project or activity, within the Deed of Grant timeframe (up to 50% of the grant amount)
- activities or expenses that contribute to Program evaluation requirements (up to 5% of the grant amount). This includes but is not limited to costs associated with gathering and analysing data and/or obtaining evaluation advice or assistance
- catering for volunteers for activities related to the grant project or activity
- contractor's fees related to the grant project or activity where there is a clearly demonstrated need for the contractor's services.

3.6. What projects and activities will not be funded?

Organisations seeking funding for proposed projects and activities that include any of the following attributes will not be considered eligible for funding under this Program:

- applications seeking funding that exceeds the stated maximum grant amount of \$50,000 (excluding GST) per single application or \$75,000 (excluding GST) for joint applications
- any project or activity that does not occur within the ACT and/or is not for the benefit of the ACT community
- any project or activity that does not align with one or more of the Program priorities
- any project or activity undertaken on a property not owned by the applicant and for which the applicant does not provide evidence the owner has approved and supports the project or activity
- any project or activity to purchase, build, upgrade or strengthen privately owned infrastructure or assets that cannot demonstrate public benefit
- research not directly supporting eligible activities

- any project or activity (and associated equipment or supplies) that is already being supported through other sources
- any project or activity that involves maintenance of buildings, existing projects, infrastructure or services
- any project or activity that involves installations in private dwellings
- any project or activity that involves devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete the work)
- funding of projects, activities and any other commitments beyond the funding period
- retrospective costs – projects or purchases that have already been committed to or occurred
- reimbursement for previously completed activities or any costs incurred outside of the grant period, and
- projects proposed by a group or organisation with an overdue acquittal report for projects or programs administered by the ACT Government.

3.7. What expenses are not eligible?

Expenses that are not eligible for funding include:

- ongoing running costs of an organisation, including salaries of current employees (with the exception of project administration/oversight costs directly related to the administration of the grant project, not exceeding 10% of the grant amount)
- general administration costs such as phone, stationery and/or utility costs that exceed 10% of the grant amount
- debt financing and financing costs, including interest
- insurances (e.g. public liability, volunteer)
- operational expenses (e.g. electricity, office rent/leases, rates, vehicle registration)
- entertainment, event expenses (excluding workshops)
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- maintenance and travel costs
- purchase of vehicles (with exception of bicycles)
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- costs related to preparing the grant application and any project variation requests
- fees related to applicants attending conferences, workshops or events
- non-project-related staff training and development costs.

The above lists of ineligible activities and expenses are not exhaustive and apply only to the expenditure of the grant funds. Other costs may be ineligible where the ACT Government decides they do not directly support the achievement of the planned outcomes for the project or they are contrary to the objectives of the Program.

Applicants must ensure they have adequate funds to meet the costs of any ineligible expenditure associated with the project.

4. The merit criteria applicants need to address

Eligible applications will be assessed based on the following merit criteria:

Merit criterion	Description	Weight (%)
1	The extent to which the project: i. assists the community to reduce transport or natural gas emissions, or increase resilience to climate change, and ii. is replicable or scalable to produce benefits and outcomes beyond the life of the grant.	25 10
2	The extent to which the project drives greater community awareness and engagement to reduce transport or natural gas emissions, or increase resilience to climate change.	30
3	The applicant's capacity, capability and resources to carry out and evaluate the project.	25
4	The extent to which the project demonstrates innovation and/or generates new knowledge and information to assist the ACT community to reduce transport or natural gas emissions, or increase community resilience to climate change impacts.	10

To be competitive, applicants must address all merit criteria in their application. The ACT Government will assess the application against each merit criterion using the weighting indicated above. A minimum score of 50% in each of the criterion must be met for a project to be considered for funding.

Merit criterion 1

The extent to which the project:

- i. assists the community to reduce transport or natural emissions, or increase resilience to climate change, and
- ii. is replicable or scalable to produce benefits and outcomes beyond the life of the grant.

In assessing this criterion, the ACT Government will consider:

- the estimated transport or natural gas emissions reduction from the project, including the proposed methodology to quantify the reduction
- the extent to which the project supports the ACT community to prepare for and adapt to the current and anticipated impacts of climate change, including increased frequency and severity of heatwaves, droughts, storms and/or bushfires
- the extent to which the project addresses an identified need in the ACT community and provides a solution or service that is not currently provided
- the extent to which the project is replicable or scalable to produce benefits and outcomes beyond the life of the grant.

Merit criterion 2

The extent to which the project drives greater community awareness and engagement to reduce transport or natural gas emissions, or increase resilience to climate change.

In assessing this criterion, the ACT Government will consider:

- the extent to which the project supports increased community awareness, engagement and encourages action to reduce transport or natural emissions
- the extent to which the project supports increased community awareness, engagement and encourages action to prepare for and adapt to the current and anticipated impacts of climate change, including increased frequency and severity of heatwaves, droughts, storms and/or bushfires
- the extent to which the project demonstrates and promotes community leadership and ownership in transition to zero emissions
- the extent to which the project effectively communicates with the community in targeted and appropriate ways
- the extent to which the project engages parts of the community that are not already engaged and/or engages the community in new ways.

Merit criterion 3

The applicant's capacity, capability and resources to carry out and evaluate the project.

In assessing this criterion, the ACT Government will consider:

- the relevant skills and experience of the applicant/lead applicant and project partners (if applicable) that will help deliver project outcomes. This will include demonstrated past performance, and the ability and capacity to undertake and evaluate the project
- the extent to which the project demonstrates a clear project management approach. This will include key risks, achievable milestones, timelines, project outcomes, project and evaluation plan, and governance arrangements
- the extent to which the project demonstrates value for money. This will include direct cash inputs, in-kind contributions, the number of people in the community who will benefit from the project, how targeted the project is to climate risks and any ongoing maintenance costs
- the extent to which the project demonstrates a high level of community support, including volunteers and sponsorship.

Note: In-kind contributions could include donated supplies, materials or services and/or volunteering time such as labour or expert advice. As a guide, volunteer time or labour contributed to a project should be calculated at \$41.72 per hour and professional or contractor time contributed should be calculated at current average industry rates.

Merit criterion 4

The extent to which the project demonstrates innovation and/or generates new knowledge and information to assist the ACT community to reduce transport or natural gas emissions, or increase resilience to climate change.

5. When are funds made available?

Funding will be available to the successful applicants on the completion of:

- the announcement of successful projects
- signing by both parties of a Deed of Grant (refer to Section 10)
- provision of all required documentation to the Environment, Planning and Sustainable Development Directorate.

The Directorate reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the grant recipient.

6. Funding duration

Grant funds must be spent within the project period specified in the Deed of Grant, maximum project period is 24 months. Successful applicants will receive funding in one lump sum once the Deed of Grant has been signed by both parties and an invoice has been received.

7. Conflict of interest

It is important that applicants do not have private interests and/or relationships that will create a conflict of interest or be perceived to create a conflict of interest. Real or perceived conflicts of interest must be disclosed at the time of lodgement of an application or immediately after a potential real or perceived conflict becomes apparent.

8. Insurance

Successful applicants must provide, at the time of signing a Deed of Grant with the Territory, evidence that they have a current public insurance policy with a minimum of \$10 million in cover.

9. ABN and GST registration

If a successful applicant ('Recipient') has an Australian Business Number (ABN) and is registered for GST, the project will be funded as a GST exclusive amount based on the budget submitted in the application.

The ACT Government will pay to the Recipient a 10% top-up equal to the GST as part of the total grant funding. The total grant amount received (including GST) must be accounted for as a taxable supply (income) and 1/11th remitted to the Australian Tax Office (ATO) on the recipient's next Business Activity Statement as GST payable. The net funding that remains will cover the costs of the project excluding GST. Any GST the recipient pays on goods and services acquired for the project will be claimable by the Recipient as input tax credits.

If the Recipient has an ABN registration but does not have GST registration, the grant will not include a 10% top-up equal to the GST and the ACT Government is not liable to pay any further amount in relation to GST to the Recipient. The project will be funded as a GST exclusive amount based on the budget submitted in the application.

10. Deed of Grant

Successful applicants will be required to enter into a Deed of Grant with the ACT Government. The Deed of Grant identifies certain legal obligations associated with the grant including project activities, requirements concerning the use of grant funds, project evaluation and financial reporting. If recipients wish to change the conditions of the deed, they must notify the Territory as soon as possible and no later than the submission of their application.

Individual applicants and non-incorporated groups or organisations must apply through an auspicing incorporated not-for-profit organisation. The Deed of Grant for funding such a successful application would therefore be between the sponsoring incorporated group and the Territory.

11. Project and Evaluation Plan

Successful applicants must complete a Project and Evaluation Plan and return it to the Environment, Planning and Sustainable Development Directorate. The Project and Evaluation Plan must be agreed with the Directorate and attached as a schedule to the Deed of Grant within 30 days of signing the Deed of Grant.

The Project and Evaluation Plan will support the Directorate to evaluate the outcomes of the Program. It requires successful applicants to identify the outcomes they aim to achieve, specific objectives and the strategies required to achieve these objectives. It also requires them to collect evidence that will enable evaluation of the impacts and processes of funded projects.

The types of evidence collected through the project and evaluation plan should be proportional to the size of the project, its complexity and level of funding received.

12. Reporting

Successful applicants are required to have quarterly check-in meetings with the Program Coordinator to report on progress of the project against their Project and Evaluation Plan and discuss any issues that may have arisen. This will help provide assurance that projects remain on track and are being delivered to an acceptable standard.

In addition, successful applicants are required to submit formal reports via SmartyGrants for their project. Reporting requirements vary according to the grant period and funding provided:

- projects that have a grant period of up to one year must submit a final report within 30 days of the end of the grant period.
- projects that have a grant period of one to two years must submit an interim report one year after signing the Deed of Grant and a final report within 30 days of the end of the grant period.

The types of evidence collected for reporting should be proportional to the size of the project, its complexity and level of funding received. The Environment, Planning and Sustainable Development Directorate will provide templates to successful applicants for preparing their reports and can provide further support and guidance on this.

13. Application stages and assessment

Stage 1 – Planning and preparation

1. Read and understand these grant guidelines.
2. Determine your organisation's eligibility as well as the eligibility of the planned activity. You can contact the Community Grants team via EPSDDCommunityGrants@act.gov.au or Access Canberra on 13 22 81 if you have a question relating to these guidelines or if you would like to discuss your application.
3. Obtain all relevant approvals and authorisations to undertake activities associated with your application.
4. Go to the Community Zero Emissions Grants application webpage at actgovt.smartygrants.com.au/CZEgrantsRd7
5. Set up a free online account in SmartyGrants. Previous SmartyGrants users can use their previous account. You can preview and download the application form before you begin to determine what information and documents are required.
6. Start your application early to ensure you have enough time to gather supporting information such as quotes, letters of support and landholder's approval. Failure to provide relevant supporting documentation may affect the success of your application.
7. Applications must be submitted using the application form. In particular:
 - a. all sections of the application form must be completed
 - b. all additional material requested in the application form must be attached where relevant
 - c. full details of the applicant (including ABN) must be supplied with two contact names, phone numbers and email addresses.

Stage 2 – Submit your application

1. Submit your application online via SmartyGrants by 5pm 4 April 2024.
2. If there is a reason you are unable to submit an online application, please contact the Community Grants team via EPSDDCommunityGrants@act.gov.au or Access Canberra on 13 22 81.

3. No late applications will be accepted.
4. Emailed or posted applications will only be accepted if prior approval has been given by the Program Coordinator.

Stage 3 – Assessment of applications

1. Assessment will be undertaken by Environment, Planning and Sustainable Development Directorate staff and external representatives with relevant expertise.
2. Assessment will be based on the merit criteria identified in these guidelines.
3. Directorate staff involved in assessment will operate under the ACT Public Service Code of Conduct.
4. External representatives will be required to sign a Conflict-of-Interest Declaration and a Deed of Confidentiality.

Note: Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

Stage 4 – Results of applications

1. The Executive Group Manager of the Energy and Climate Change Division (within the Environment, Planning and Sustainable Development Directorate) is the decision-maker for all grants recommended for funding by the assessment panel.
2. The Minister for Water, Energy and Emissions Reduction will announce the successful applicants.
3. Following the announcement, successful applicants will be listed on www.climatechoices.act.gov.au/policy-programs/community-zero-emissions-grants.
4. All applicants will be advised of the outcome of their submission by email.
5. The Directorate will email successful applicants regarding funding and seek further documentation as required.
6. All decisions are final. Applicants not granted funding can request feedback on their application by emailing EPSDDCommunityGrants@act.gov.au

Stage 5 – Funding duration

Successful applicants will be required to spend the funding within 24 months of signing the Deed of Grant.

Stage 6 – Reporting, project completion and acquittal

Organisations that enter into a Deed of Grant will be required to submit, through SmartyGrants, one interim report (if required) and one end of grant (acquittal) report within 30 days of the end of the grant period. Informal quarterly progress meetings with Program Coordinators from the Directorate are also required for all projects.

14. How can I find out more?

Additional information on the Program can be found at www.climatechoices.act.gov.au/policy-programs/community-zero-emissions-grants or by calling Access Canberra on 13 22 81.

Contact us

Phone: 13 22 81

Email: EPSDDCommunityGrants@act.gov.au

January 2024



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