

Small Environmental Projects Fund: Application Form

Guidelines for applicants

What is the Small Environmental Project Fund?

The Small Environmental Project Fund is a grant program administered by Cowra Council's Environmental Sustainability Committee. The Fund provides financial support to local projects that enhance or create a sustainable environment and actively educate and engage the community in positive environmental outcomes.

The objectives of the Fund are to:

- Encourage sustainable practices, behaviours, and waste reduction
- Protect and enhance local biodiversity, habitats and ecosystems
- Support projects that deliver positive and measurable environmental outcomes
- Improve water and energy efficiency
- Increase community awareness, education and participation in environmental initiatives

Who can apply?

- Not-for profit community organisations
- Local Incorporated Community groups, clubs & progress associations
- Local businesses
- Local Community Service Providers
- Local Schools, pre-schools, education & care centres

Eligible Projects (examples)

- Native planting, habitat restoration and protection, or weed control
- Community gardens or edible gardens
- Composting, recycling or waste-reduction initiatives
- Environmental education activities, workshops or community events
- Water recycling, water-wise systems and gardens
- Solar, renewable energy, energy-efficient lighting

Ineligible Projects

Funding will **not** be provided for:

- Projects already started or completed
- Ongoing operational or administration costs

- Core government responsibilities
 - Private residential properties
 - Purchase of garden furniture, play equipment or capital equipment
 - Projects without a clear environmental benefit
 - Gifts and prizes
 - Individual pursuits
-

Funding Available

Grants are for a maximum amount of \$2,000

Applicants must contribute **match funding (cash or in-kind)** equal to the amount requested.

Please note that funding is limited and Council may approve funding less than requested in order to support multiple projects.

Assessment & Funding Conditions

All applications will be assessed by the Environmental Sustainability Committee, with recommendations reported at the following Council meeting for determination. Applicants will be advised in writing of the outcome and of any conditions that may apply.

1. Grants are open to all eligible applicants and prioritised based on alignment with the Fund's objectives, environmental outcomes and community benefit and engagement. Preference will be given to applicants who have not previously received funding to ensure fair and equitable access.
2. Approved projects must:
 - Be located within the Cowra Shire
 - Be completed within 12 months of application approval
 - Where possible, support local suppliers, contractors and businesses
 - Use native plants endemic to the local area, except where the project involves an edible garden
3. Applications involving structures or building works must seek advice from Council regarding whether Development Consent is required. All required approvals must be obtained prior to the commencement of works.
4. Grant funds must be used solely for the purposes approved by Council.
5. Funds are paid upon project completion and submission of a satisfactory acquittal form. Applicants with outstanding projects or reports will be ineligible to apply for further funding.

Contacts

For help contact Environmental Services on 6340 2048 or by email at: council@cowra.nsw.gov.au

Certification

By submitting this application, I acknowledge that I have read and understood the information made available by Cowra Shire Council regarding the Small Environmental Project Grant and to the best of my knowledge, the information provided in this application is true and correct.

I also acknowledge that this application is submitted with both the full awareness and authority of the organisation under which it is submitted (if applicable).

Yes

Signature	
Please print name	

Applicant Details	
Contact Name	
Name of Organisation applying on behalf	
Mailing Address	
Contact number during office hours	
Email	

Project Location	
Property or site name	
Property address	
Brief description of where the project will occur	

Property Owners Consent – owner of property where project is to be completed

Owners Name														
Owners Contact address														
Owners contact number														
Owners contact email														
<input type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead)														
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%; text-align: center;">_____</td> <td style="border: none; width: 33%; text-align: center;">_____</td> <td style="border: none; width: 33%; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Signature</td> <td style="border: none; text-align: center;">Signature</td> <td style="border: none; text-align: center;">Signature</td> </tr> <tr> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> <td style="border: none; text-align: center;">_____</td> </tr> <tr> <td style="border: none; text-align: center;">Name</td> <td style="border: none; text-align: center;">Name</td> <td style="border: none; text-align: center;">Name</td> </tr> </table>			_____	_____	_____	Signature	Signature	Signature	_____	_____	_____	Name	Name	Name
_____	_____	_____												
Signature	Signature	Signature												
_____	_____	_____												
Name	Name	Name												

Project Details

Project Name	
Estimated Timeframe	Project will commence: Project will be completed by:
Funding amount requested	\$
Project aim (short answer) What are you doing and why? Who will benefit?	
Community & Environmental Benefit Briefly describe:	

<ul style="list-style-type: none"> • How the project benefits the environment. • How the community will be involved. 	
<p>Project Delivery</p> <p>Briefly outline:</p> <ul style="list-style-type: none"> • Key activities or steps • Materials/supplies required • Who will be involved (e.g. volunteers, students, members) 	
<p>Approvals</p> <p>Does the project require Development Consent?</p> <p>(If unsure, Council staff can assist.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
<p>Ongoing Maintenance</p> <p>Will the project require ongoing maintenance or costs?</p> <p><input type="checkbox"/> Yes – explain how this will be managed</p> <p><input type="checkbox"/> No</p>	

Budget		
<p>(A) What are the individual budget items/works for your project?</p> <p><i>Please attach evidence for every item listed in the project budget. This may include quotes, brochures, catalogues or screenshots from suppliers and contractors.</i></p>		
Item Description	Estimated cost	Amount requested to be funded
Total (A)	\$	\$

(additional fields and spaces may be inserted as required)

(B) What is the estimated in-kind contribution (voluntary hours and donations) for the project?	
Item Description	Estimated Hours / Donation
Total (B)	\$

(additional fields and spaces may be inserted as required)

Application Checklist

Please ensure you:

- Are eligible to apply
- Have permission from the property owner
- Have attached quotes and/or supporting documentation for all proposed costs
- Have included site photos and/or a simple site plan
- Have completed all sections of this form

Submitting Your Application

Email to: council@cowra.nsw.gov.au

Subject line of: *Application – Small Environmental Projects Fund – your organisation*

Or submit a hard copy to:

Environmental Services
 Cowra Shire Council
 Private Bag 342
 Cowra NSW 2794

For help contact Council on 6340 2040 or by email at: council@cowra.nsw.gov.au