

Small Environmental Project Fund: Application Form

Guidelines for applicants

Who can apply?

- Not-for profit organisations
- Incorporated Community groups, clubs & progress associations
- Schools, pre-schools, education & care centres

What type of projects can be applied for?

Projects must be located in the Cowra Shire and must be completed within 12 months of approval of the application.

Projects are favoured that include community participation, engagement, education and / or inspiration in:

- Sustainable practices
- Rehabilitation
- Restoration
- Wildlife habitat enhancement
- Biodiversity & local ecosystems enhancement & protection

Examples of project ideas include:

Vegie gardens - composting - tree planting - indigenous planting/gardens - native wildlife nest boxes - wildlife corridors/gardens - weed & invasive species eradication - erosion mitigation through planting - increase efficient use of water (eg. wicking gardens) - educational/interpretive signage.

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Modifications to buildings
- Individual pursuits
- Gifts and prizes
- Purchasing of garden furniture or play equipment

- Projects without an environmental benefit/outcome

How to apply?

You must submit your application using this form.

- Ensure all questions are answered
- Use dot points to convey your message effectively.
- Ensure written approval from the property owner is obtained
- Provide current quotes to support the budget

Documents that may be included to support and strengthen your application include:

- Location maps
- Site plans and/or photos of the project area
- Species planting list
- Letters of support from organisations your project partners with.

Additional information may be requested by the assessment panel to support your application.

Applicants must demonstrate, at a minimum, matching dollar-for-dollar investment in the project. The applicant's contribution may include cash, donated goods and volunteer labour. Tasks and calculations must be shown in the application.

Please note that there is a limited pool of funds and funding may be less than requested so that multiple projects may be supported.

Assessment

All applications will be assessed by the Natural Resources Management Committee and will then be tabled to the next Council meeting for approval. All applicants will be notified in writing of the outcome of their application.

Contacts

Contact Cassandra Gailey or Larissa Hackett at Cowra Council for any assistance in completing your application 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 Projects Fund 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	
Telephone number during office hours	
Mobile	
Email	

Project Site details

Property Name (eg. Europa Park)	
Property address	
Location on site where project will be completed (eg. along river bank)	

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)		
_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
Name	Name	Name

Application Details

Project Name	
Estimated Timeframe	Project will commence: Project will be completed by:
Funding amount requested	\$

Project Details

Aim of the Project
 (ie. what will be the outcome? What do you hope to achieve? Who/what will benefit?)
Example: Establish a sustainable food garden that creates an outdoor learning environment for the students and offers educational resources in raising environmentally friendly sustainable practices.

What is the outline of the project to achieve this?

Please detail who will be involved (eg. Students, parents, volunteers, groups, members, etc), how the project will be established and develop, what will be used.

This may be conveyed using dot points.

Budget

(A) What are the individual budget items for your project that are being requested to be funded by the Small Environmental Project Fund?

(additional fields and spaces may be inserted as required)

Item Description	Estimated cost	Amount requested to be funded

Application Checklist

Have you:

- Checked that your organisation is eligible to apply?
- Ensured all appropriate persons (property owners, committee members, etc) are aware that this application is being submitted?
- Attached detailed quotes or advertising brochures from suppliers?
- Completed all sections of the Application Form?
- Kept a copy of this Application Form for your records?
- Checked the application form will be received by Council on or before the closing date (if required)?
- Attached owners consent, if necessary?
- Attached any additional documents if applicable (eg. Site plan, photos, proposed project plans)?

Submitting Your Application

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

Include a subject line of: Application - Small Environmental Projects Fund – *your organisation*

Alternatively complete a paper copy of the application and deliver to:

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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