



STRATEGIC POLICY
MOUNT ISA CITY COUNCIL
Environmental Grant Program Policy

VERSION V3

APPLIES TO STRATEGIC POLICIES ONLY

This an official copy of the **Environmental Grant Program Policy**, made in accordance with the provisions of *Local Government Act* and *Local Government Regulations 2012*.

Strategic policies are adopted by Mount Isa City Council due to its desire to influence the direction of an issue or assist in the delegated decision making of Mount Isa City Council officers. Strategic policies should follow the jurisdiction provided to Council through its Corporate Plan; the **Environmental Grant Program Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

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 Tim Rose
Chief Executive Officer

DOCUMENT VERSION CONTROL			
Governance/Policies/Strategic Folder# 14992 Doc ID#790321		POLICY TYPE	Strategic (Council)
VERSION	DATE	RESOLUTION NO.	DETAILS
V1	02/03/2022	OM20/03/22	Responsible Officer - Environmental Services Coordinator
V2	22/02/2023	OM01/02/23	Responsible Officer - Environmental Services Coordinator
V3	22/05/2024	OM13/05/24	Responsible Officer - Environmental Services Coordinator
		REVIEW DUE	22/05/2025

DISTRIBUTION AND DISSEMINATION			
Internal email to all employees	X	Section meetings / Toolbox talks	
Internal email to all Councillors		Included in employee inductions	
Employee noticeboards		Uploaded to Council website	X
Internal training to be provided		External training to be provided	
Registered in magiQ	X		



1. PURPOSE

Mount Isa City Council (“Council”) recognises the importance of working together with our community to achieve an environmentally sustainable future. The Environmental Grant Program Policy (“the Policy”) aims to achieve significant environmental outcomes that align with Council’s Corporate Plan through support and collaboration.

The Policy is guided by the Mount Isa Environmental Charge Policy and the Environmental Management Plan 2020-2025. The Mount Isa Environmental Management Plan 2020-2025 clearly outlines strategies, targets, and outcomes for the Mount Isa and Camooweal environment over a 5-year period. The Policy does not apply to sponsorship, donations, advertising, naming rights and service level agreements.

The purpose of the Policy is to provide guidance on how Council will manage and allocate funds from the separate Environmental Charge to support environmental and sustainable initiatives suggested by the community.

2. COMMENCEMENT

The Policy will commence on and from 22nd May 2024.

3. APPLICATION

The Policy applies to employees, agents, and contractors (including temporary contractors) of Council, collectively referred to in this Policy as “employees”.

4. ENVIRONMENTAL GRANT PROGRAM

The Environmental Grant Program (“EGP”) will support the implementation of the Mount Isa Environmental Management Plan (“EMP”) by enabling collaboration with the community with initiatives that work towards the objectives identified in the EMP. All initiatives and activities funded by the EGP are required to have tangible and measurable outcomes.

The EGP aims to achieve the following:

- a) Support environmental and sustainable initiatives that are linked to the EMP
- b) Empower local community groups and non-profit organisations with relevant skills and resources through a collaborative approach to environmental management
- c) Encourage environmental and sustainable ethics and behaviour within the community, such as responsible waste and water management
- d) Increase environmental activities and collaboration from the community by supplying direct funding for environmental and sustainability projects and initiatives, allowing community groups and non-profit organisations to leverage extra funding or resources for this purpose.

5. ELIGIBILITY CRITERIA

5.1 Applicants:

The EGP is open to all community groups/organisations within the Mount Isa Local Government Area that meet the following criteria:

- a) Be a legal not-for-profit-entity
- b) Has a registered and active ABN
- c) Has a bank account in the name of the legal entity
- d) Has appropriate insurances and adheres to sound Workplace Health and Safety practices
- e) Has no debts to Council.

Where an organisation is not eligible as per the above criteria and wishes to apply for a grant, the organisation is able to do so provided that the application is auspiced and administered by an eligible organisation that is willing and able to accept legal and financial responsibility for the grant and the project or the activity being delivered.

5.2 Eligible Projects:

- a) To be eligible for funding, projects/initiatives/activities proposed must be of public interest and provide benefit to the local community
- b) Align with the strategic outcomes of Council's key environment strategies and/or contribute towards achieving the objectives of Council's EMP
- c) Have a financial or in-kind contribution from the applicant(s).

Eligible projects should be aligned with the Environmental Charge Policy, EGP objectives and the EMP 2020-2025. Accordingly, projects will be assessed on the following categories:

- a) Environment enhancement (revegetation, habitat improvement, landcare/bushcare initiatives)
- b) Environment initiatives/sustainable ideas (community gardens, worm farms, recycling systems, composting systems, etc)
- c) Environment management/conservation (pest control, flora and fauna protection, native fish restocking, riverine areas improvement, etc)
- d) Environmental education/community capacity building (workshops, networking events, training, and skill development, establishment of environmental groups, development of educational/capacity-building materials, development of strategic plans/land management for community groups).

6. INELIGIBILITY CRITERIA

6.1 Applicants will be ineligible where they are:

- a) Profit-making organisations, commercial entities, or businesses
- b) Political or religious organisations, or primary health care providers, where the application is for the organisation's core business
- c) Community groups that are not incorporated.

6.2 Projects will not be considered for funding where they are:

- a) Projects or activities that occur outside of the Mount Isa Local Government Area
- b) Projects, events or activities run for commercial profit
- c) Pertain to general operating costs (e.g., electricity, phone, rent, etc.). NB: Salaries/wages, meals and accommodation may be eligible if related to engaging an external party to deliver a component of a broader project, e.g. facilitating a workshop or educational activity, or to provide consulting services.
- d) Pertain to payment of debt
- e) Pertain to political, gaming, or gambling activities
- f) Pertain to the operational fees of Council where fees are normally charged (e.g. Council rates, water charges, building or planning permit fees or parking fees)
- g) Result in the removal of native vegetation or other environmental assets

- h) Pertain to works or equipment for landscaping without demonstrable biodiversity benefits or outcomes
- i) Pertain to upgrades to facilities where the sustainability outcomes or credentials are minimal or incidental.

6. FUNDING TIMELINES

Action	Round
Applications Open	First business day in February
Applications Close	First Council business day in March each year (minimum 4 weeks)
Resolution submitted to Ordinary Council Meeting	First Scheduled Meeting in April
Official advice of decision	Within 1 week of April Ordinary Meeting
Final Acquittal to be received by Mount Isa City Council	Within twelve months (12) of the event or project completion

The funding timeline is subject to change at the Council CEO's discretion.

7. DECISION AND NOTIFICATION

- 7.1 All applicants will receive a generic email to state their application has been received by Council, including a reference number.
- 7.2 Councillors will decide through a Council resolution which applications are successful.
- 7.3 Successful applicants will receive an approval letter and, if applicable, a funding agreement and the Assistance Acquittal Form. The funding agreement will include the terms and conditions of the funding and any special conditions that may have been attached to the funding.
- 7.4 Successful applicants will need to complete and sign the funding agreement and supply a tax invoice before any funding will be released.
- 7.5 Unsuccessful applicants will receive a letter advising that their application has been unsuccessful.

8. GENERAL TERMS AND CONDITIONS

- 8.1 Late applications may not be considered and are subject to Council's discretion.
- 8.2 Financial support may require compliance with specific conditions before payment. Should these conditions not be met by the specified date, Council reserves the right to revoke the offer of support.
- 8.3 Where relevant and agreed upon, Council expects agreed acknowledgement of support (for example, inclusion and display of the Council logo, invitation of Council staff and/or elected members to events, openings or ceremonies, and acknowledgement of Council support in media and promotional efforts).
- 8.4 Applicants may only submit one application per funding round.
- 8.5 Any organisation wishing to apply for a waiver of Council fees, charges, rates or bills (e.g. excess water bills, development fees, etc.) must not apply under this program but submit a separate request in writing to Council.
- 8.6 All applications are to be GST inclusive.

9. COUNCIL SUPPORT

- 9.1 Council will determine the total allocation of funds to the EGP through its annual budget processes. The total allocation approved will depend on the demand for funding and may be influenced by the source of funding available, such as the Environment Levy or alternate third-party funding sources. No applicant can be guaranteed to either receive funding or to receive the full amount requested.
- 9.2 Council will advertise the availability of the EGP and the application process annually. The advertisement for each funding round shall contain the funding pool amount.
- 9.3 An EGP Guideline will be available for applicants with information about the grant objectives, funding amount, eligibility, assessment criteria, and terms and conditions. An application form and other relevant documents will also be available to facilitate the submission process.
- 9.4 Contact details for the Environmental Services team will be made available to respond to requests for support or further information as requested by potential applicants.

10. CHANGE OF SCOPE

Where an organisation is successful with a grant application, but the project or activity varies from the outline in the original application, a request must be made in writing to Council and the organisation may be required to present to the next Council meeting for approval prior to the event/activity commencing.

11. ACQUITTAL

In providing financial assistance, Council requires all applicants to provide an acquittal, lodged on the relevant Council acquittal form, showing that the financial assistance has:

- a) Been used for the approved purposes, including proof of expenditure (e.g. invoices, receipts, photographs); and
- b) Resulted in environmental and community benefit; and
- c) Is to the satisfaction of Council.

12. ROLES AND RESPONSIBILITIES

- 12.1 Applicants are required to submit all the requested documents with the application as outlined in the application form checklist. Failure to provide these documents by the due date may make the application ineligible. In addition, where an organisation that has received funding fails to comply with any requirement of the Policy, Council has the right to refuse future applications for grants or sponsorship.
- 12.2 Relevant employees will receive, assess and prepare a report to Council detailing the applications.
- 12.3 Council will decide through Council resolution, which applications are successful.

13. CONFLICT OF INTEREST

- 13.1 Employees are bound by the Code of Conduct for Employees and Conflict of Interest Policy and are responsible for acting with impartiality and integrity and recognising and declaring any actual, potential or perceived conflicts of interest as detailed in Council's Conflict of Interest Policy.

14. VARIATIONS

Council reserves the right to vary, replace or terminate the Policy from time to time.

15. BREACH OF POLICY



15.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the Performance and Misconduct Policy.

16. COMMUNICATION AND DISTRIBUTION

16.1 Council will make available to the public, the Policy on our website at www.mountisa.qld.gov.au.

16.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on the Policy.

DEFINITIONS

- a) **Acquittal** – the accurate reporting on the funded activities and the expenditure of funding.
- b) **Applicant** – the person or organisation who makes a formal application for financial assistance from Mount Isa City Council.
- c) **Application** – a formal request to be considered by Mount Isa City Council.
- d) **Auspice** - means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation.
- e) **Business** - For the purpose of the Policy, business is defined as an organisation or enterprising entity engaged in commercial, industrial or professional activities for profit. This may be in the form of a sole trader, company or partnership.
- f) **Community Organisation** – Any non-profit community, sporting, or educational organisation engaged in charitable or other community-based activities which is not established or run for the purpose of making a profit.
- g) **Environmental Management Plan** - The Mount Isa Environmental Management Plan is Council's overarching strategic document relating to the environment. It is divided into five Key Focus Areas, each of which contains several priorities and targets. Each Key Focus Area also has a series of Strategic Outcomes that Council is seeking to achieve.
- h) **Financial Assistance / Support** - Means any grant, sponsorship, service or funding provided by Mount Isa City Council.
- i) **Funding Agreement** - A legal agreement entered by the successful applicant and Council noting the obligations of both parties.
- j) **Grant** – Grants are contributions for projects or events, usually tangible, and tied to specific eligibility criteria for the applicant or project/event, with specified application, acknowledgement and acquittal requirements.

17. ASSOCIATED POLICIES AND PROCEDURES

- Environmental Management Plan (2020-2025)
- Environment Charge Policy
- Performance and Misconduct Policy
- Code of Conduct for Employees
- Conflict of Interest Policy