

CLOSING DATES: 2 February and 1 May 2012



CATCHMENT PROTECTION AND IMPROVEMENT GRANTS

For Community Organisations

Up to \$8,000 for projects and/or up to \$2,000 for equipment hire

Grants are offered to assist projects that contribute to meeting the Sydney Catchment Authority's (SCA) objectives of:

- Protecting and improving the quality or quantity of water harvested from the SCA's catchment areas;
- Improving the health or condition of the catchments.

The SCA grants committee will approve funding for the projects that most closely achieve these objectives. It is necessary for the SCA to prioritise in this way, as there is a limited amount of funding available.

A single grant will be for a maximum amount of \$8,000 (plus GST if applicable) with an additional provision of up to \$2,000 (plus GST if applicable) to cover hire of equipment.

Grants will be for a specific purpose or project, and for a period of no longer than 12 months from the payment of the grant.

The project will need to provide benefits to public land or a number of privately owned lands rather than to a single parcel of privately owned land except where the applicant can demonstrate benefits to the catchment that go beyond that single parcel of land.

Note: Where a project is to introduce flora or fauna that is not native to the project location, the applicant will be responsible for providing sufficient and acceptable scientifically based research or evidence to establish that no detriment will result to native flora or fauna or ecosystems generally.

All questions on the application form must be answered to enable the SCA to assess and evaluate the project.

The applicant is responsible for obtaining and providing to the SCA documentary evidence of any necessary approvals of relevant regulatory authorities. This documentation is to be submitted with the application form or if it is not yet available grants may be approved conditional upon receiving the documents.

It is expected that applicants will apply other resources beyond a grant from the SCA. This could be in money or in kind, and preferably of at least equal value to the grant.

The SCA may seek further information in relation to an application either from the applicant or any other person or body that the SCA deems appropriate. Also, the SCA may defer consideration of an application pending the receipt of further information.

Organisations can apply for one grant only in each round. Further grants may be sought in any future rounds.

WHO CAN APPLY FOR A GRANT

Applications are accepted from formally constituted community organisations or groups. The SCA has other programs which assist landholders and government agencies.

Local government may apply in partnership with a group when the local government take responsibility for the management of a group. In this case the Council ABN is used and the application must be signed by both the group's chair/president and by an officer of the Council. The group should also write a covering letter indicating they intend to undertake the project, have sighted and agree with the application being presented by the local government.

GOODS AND SERVICES TAX

All applicants must either quote their ABN or submit a "Statement by a Supplier" form with the application form.

Information on obtaining an Australian Business Number (ABN) and registration for Goods and Services Tax (GST) can be obtained from the Australian Taxation Office on telephone 13 2861 or from the Australian Business Register online website at www.abr.business.gov.au. The "Statement by a Supplier" form is available from the Australian Taxation Office.

CONDITIONS OF GRANTS

Payment of a grant is made after an applicant returns a written agreement provided by the SCA stating that:

- The funds will be applied in accordance with application;
- A post completion report is provided within three months of the end of the project;
- Consent is given for the SCA to publicise the project, outcomes and the SCA support.
- Full details of grant conditions are contained in the document titled "Standard Conditions of Grants and Sponsorships."

Where a project has not been completed in twelve months, extensions of time may be considered if lodged within 30 days of the agreed completion date.

The SCA may choose to audit the project and may seek documentation to support the expenditure as detailed in the post completion report.

Satisfactory reporting due on any previous grants must be received by the SCA before payment of a grant can be made.

OTHER MATTERS.

The SCA will advertise the availability of grants within the catchment to ensure that the availability is equally known by all potential and interested parties.

A Closing Date for the receipt of applications will be nominated in advertisements, published in newspapers circulating within the SCA's areas of operations and on the SCA web site.

All applicants will be notified of the outcome of their application(s).

Freedom of Information.

Information received in applications and in respect of applications is treated as confidential. However, documents held by the SCA are subject to the *Freedom of Information Act, 1979*. This means that the information contained in application forms and other relevant information may be released in response to a request lodged under the *Freedom of Information Act*.

Privacy and Personal Information Act 1998.

Personal information supplied within the grants application is protected by the provisions within the *Privacy and Personal Information Act 1998*. The collection of personal information related to the grants process is required to be kept for six years plus the current year of operation. The information is used only in relation to the grant process.

The SCA acknowledges that the provider of personal information can view the information by contacting the Privacy Co-ordinator of the SCA. The SCA will retain this information until such time that the SCA has been advised to delete the information.