



# Lead Environment Community Group (LECG) Grant Program

2016

## Application Guide



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Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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## How to use these guidelines

This Application Guide is designed to assist you in developing your application to the Lead Environmental Community Groups (LECG) Grant Program.

For information about the LECG Program, you should refer to the 2016 LECG Program Guidelines.

There are two different funding streams under the program, each with its own Application Form. You can identify references to these forms throughout this Guide using the following key:

Stream 1

[Application Form](#) for grants requesting from **\$20,001 to \$80,000 per year**  
**(Maximum \$240,000 over the 3 year funding period)**

Stream 2

[Application Form](#) for grants requesting **up to \$20,000 per year**  
**(Maximum \$60,000 over the 3 year funding period)**

You can download the above forms from the Trust's [LECG](#) web page.

## Who to contact if you need further help

### NSW Environmental Trust

Telephone:

(02) 8837 6093

Email:

[info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au)

## Application submissions

All applications should be sent to: [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au)

## Program overview

### Program objectives

The Lead Environmental Community Groups (LECG) Grants Program is aimed at assisting eligible lead environmental community organisations to build the capacity of the NSW community in protecting and conserving our environment.

It will provide grants to assist eligible lead environmental community organisations in NSW to:

- actively involve the community in projects to protect and enhance the natural environment
- raise community awareness and understanding of, and gathering information on, environmental issues with a view to bringing about behavioural change across the community
- empower the local community to take an active role in decision-making by building community skills and capacity and providing a greater sense of community ownership of our environment
- assist the community to deliver activities that support the government's state-wide environmental policies

The program will support new or existing programs that develop or widen the community's knowledge of, skills in, and participation in protecting the environment and undertaking sustainable behaviour.

## Assessment criteria

Selection for NSW Environmental Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by the program's Independent Technical Committee against the assessment criteria set out in the following table.

The purpose of the application form is to present information that will allow the Technical Committee to assess how well your project meets the assessment criteria. Your application should be prepared with these criteria in mind.

### Criterion 1 Consistency with the LECG eligibility requirements

- compliance with eligibility requirements
- clear justification of 'lead' or 'peak' environmental community organisation status
- clear demonstration of on-going participatory volunteer/community involvement in organisational operations

### Criterion 2 Proven environmental and educational needs and tangible environmental benefits

- clear explanation of the environmental issue to be addressed
- demonstrated need for the project

### Criterion 3 Appropriateness of proposal

- stated objectives and activities are aligned with program objectives
- clear explanation of activities to be undertaken and methodology to be used
- objectives clearly targeted towards achieving expected outcomes
- clear specification and understanding of target audience and proposed engagement methods
- demonstrated evidence that similar or existing programs/products are not duplicated

### Criterion 4 Ability of the organisation to deliver the project to a high standard

- demonstrated knowledge, skills and expertise within relevant fields
- capacity and commitment to undertake and complete activities

### Criterion 5 Efficiency (value for money) and effectiveness

- extent to which the budget supports the projected objectives and whether it will ensure the viability of the project overall
- the likely impact of the proposal relative to the amount of funding
- appropriateness of the mix of expenditure in the total budget
- feasibility of the project to measure how the proposed activities will enable the objectives to be met
- how well the proposal addresses risk factors that have the potential to jeopardise the achievement of expected outcomes

## Section 1: Applicant details

### Name and details of organisation

You must provide the incorporated name of the organisation under the 'legal' name of the organisation. If the organisation also has a business or trading name, you must include it on the application form. Organisations are also requested to provide their Australian Business Number (ABN) as well as their postal, street, email and internet addresses.

### Contact person

The contact person should be an office holder or employee who is authorised to speak on behalf of the organisation. This person should be contactable by phone during normal business hours. A telephone and mobile number, and email address should be provided.

**Tip** This is the person the Trust will contact in relation to all aspects of the application and grant.

### Details of office bearers

Provide the name and title of each office holder as listed on the application form. It is not necessary to include details of other committee members.

## Section 2: Responding to assessment criteria

### Criterion 1: Consistency with the LECG program eligibility requirements

#### Lead organisation justification

Outline why your organisation should be considered a lead environmental community group in NSW.

#### Not-for-profit status

Applicant organisations must be not-for-profit entities. Applicants funded under Stream 1 are required to have annual audited financial statements prepared each year.

#### Objectives

Please provide the mission statement (or relevant purpose, objective) of your organisation (**40 words maximum**). This would usually be outlined in your organisation's strategic plan and/or constitution.

One of the principal objectives of organisations seeking funding through this program **must** be: 'The protection and/or enhancement of the environment' or equivalent. Organisations that do not have this objective as a primary focus, even if they do have an established sub-committee that focusses on environmental protection, will not be eligible for funding.

Please Indicate how long has your organisation has existed (in months and/or years).

## Membership information

The program's eligibility requirements include specific membership thresholds, which must be met. The Environmental Trust reserves the right to request a membership or volunteer list from your organisation.

Stream 1 Larger Peak NGOs Grants between \$20,000 and \$80,000 per annum	Stream 2 Smaller Community NGOs Grants up to \$20,000 per annum
<p>Membership thresholds:</p> <ul style="list-style-type: none"><li>i. Minimum voting financial membership of <b>60</b> (for organisations whose membership consists primarily of individuals)</li></ul> <p style="text-align: center;"><i>and/or</i></p> <ul style="list-style-type: none"><li>ii. Minimum membership of <b>5</b> affiliated bodies with an aggregate membership of <b>200</b> or more (for organisations whose membership consists primarily of other bodies)</li></ul>	<p>Membership thresholds:</p> <ul style="list-style-type: none"><li>i. Minimum voting financial membership of <b>30</b> (for organisations whose membership consists primarily of individuals)</li></ul> <p style="text-align: center;"><i>and/or</i></p> <ul style="list-style-type: none"><li>ii. Minimum membership of <b>5</b> affiliated bodies with an aggregate membership of <b>200</b> or more (for organisations whose membership consists primarily of other bodies)</li></ul>

## Geographical scope of the organisation

LECG funding is limited to lead environmental organisations operating in NSW for the benefit of the NSW environment. In order to establish the coverage of your organisation's work activities, you are required to provide details of your main operations.

## Community involvement

Your organisation must be able to demonstrate how and to what extent it involves the community in its normal activities. You will also be required to describe how your activities benefit the community consistent with the NSW Government's environmental [objectives](#). Numbers of volunteers/members involved in the organisation's day-to-day activities in the past year, including the areas of activities they were involved in is required.

## Organisational strategic plan

Please confirm that you have attached a copy of your organisation's most relevant strategic plan (listed as attachment to Q2.1.7)

Stream 1 ONLY

## Criterion 2: Proven environmental and educational needs and tangible environmental benefits

### What are the environmental issues you're addressing?

Please provide a detailed description of the environmental issue that you are addressing with your proposal. Information on the community or social aspects of these issues can also be included.

### Program description

Please describe the community education and/or capacity building program that will be supported by this grant in in 100 words or less. Please note this will be used for all promotional material relating to the grant (i.e. media, web site etc.)

## Need

Why is your community education and/or capacity building program needed? Describe gaps in current awareness, knowledge, skills and/or behaviours. Are there similar programs/resources to your proposed activities that already exist? If yes, please list and/or describe them and explain how your program is different to these programs/resources?

### Criterion 3: Appropriateness of proposal

#### LECG objectives and your organisation's activities

Please describe how your organisation's community education and capacity building activities are consistent with each of the LECG objectives.

#### Program planning

You must provide details of program planning. This includes program objectives, related activities, expected outcomes, progress measures and timing. *Objectives* are specific statements that define what you want to achieve. They focus on project outcomes and allow you to measure success. They should demonstrate what tangible environmental benefits will be achieved.

#### How many objectives should I have?

Most community education/capacity building programs will only have two to three targeted objectives. If you find that the activities you are listing are being repeated under several objectives then it may be better to combine those objectives. The application form for Stream 1 allows for three objectives, while the Stream 2 application form allows for two. Both forms allow for up to four activities for each objective.

**Tip** Please see the Trust website for information on what makes a good objective.

For each objective, you should include all planned activities your organisation will undertake as a part of this program over the funding period, the expected outcome, how progress will be measured and when the activity will happen. Your program plan will provide the Trust with an understanding of your application and its merits and will be assessed against those of other applicants. You may provide additional project information in an attachment if desired.

## Example

<b>Program objective 1</b>	Develop and pilot a range of education tools and strategies to effectively educate residents to recycle correctly, reduce contamination and increase participation by at least 20% within the pilot group.
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What will success look like if you achieve this objective?	Success will be an increase in recycling and reuse participation within a pilot group of the community by at least 20%, following the successful development and implementation of education tools and strategies.
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Major activities	Expected outcomes	How will progress be measured?	When will it happen?
Engage stakeholders directly through face-to-face meetings to research issues around recycling and contamination	10 face-to-face stakeholder meetings have been held to research relevant issues	Monitor number of meetings with groups	By December 2016
Develop a communications strategy to engage an identified pilot group to adopt new practices	A sound communication strategy to engage the pilot group has been developed	Strategy developed Strategy endorsed by stakeholders	By June 2017
Pilot education tools and strategies with selected population within targeted area and amend educational resources as required	The pilot has been tested and identified effective educational tools and strategies	Monitor the number of responses Monitor satisfaction levels Monitor pre and post results Adjust strategy based on feedback	By June 2018
Develop a strategy to implement the identified educational tools and strategies for rollout to the broader community	A sound strategy to engage the broader community has been developed	Strategy developed Strategy endorsed by stakeholders	By December 2018



## Target audience and engagement methods

Describe your target audience and the research and consultation you have undertaken to determine why targeting this audience will tackle the environmental issue you are addressing. Also outline the engagement methods you plan to use to reach them.

## Innovation, avoidance of duplication and collaboration

The LECG Technical Committee (who assess all the applications and make recommendations for funding) have specifically requested greater clarification from applicants on their collaboration with other organisations and the recognition of potential duplication of action. This question allows applicants to address these issues. Outline any innovative aspects of your proposed program. Provide evidence that similar or existing programs/products are not being duplicated. Provide details of any collaboration with other organisations involved with this proposal.

## Criterion 4: Ability of the organisation to deliver the program to a high standard

### Previous Experience

Briefly outline the previous experience held by your organisation in undertaking programs of a similar nature to the one proposed in this application.

### Who's involved?

Please outline who is involved in undertaking and/or managing this program. This includes details of specific position or roles, who is filling those roles and their previous experience. It is important to also identify if that role is being funded by the LECG grant funding or by other sources.

### Internal governance

The governance standards of organisations funded by the Trust are required to be at an appropriate level. Please describe the internal governance systems and controls that your organisation has in place in order to ensure funds are effectively and efficiently managed.

Stream 1 ONLY

### State government and commonwealth grants received over the last 12 months

Information on all State and Commonwealth Government grants received by your organisation over the last 12 months is required. When filling out this section, applicants should identify the name of the grant program, the Department or authority issuing the grant, its purpose and the amount received.

Stream 1 ONLY

### Other grants currently being sought

Provide details of all grants that your organisation has or intends to apply for during the funding period that will also support your organisation's education and/or capacity building activities.

### Other sources of income

Details of your organisation's other sources of income from Trusts, membership fees, donations etc. from the last complete audited financial year are required.

### Program budget

This section of the Application outlines how much funding you are requesting from the LECG Program, how you are allocating that funding in your activity budget, and what financial contributions your organisation is making to the proposed activities.

#### Important

This section sees the biggest difference between the application processes for the two different streams. It is **very important** that you complete all the relevant parts of the Application for your particular stream.

Please note that there are different requirements for the two different streams.

Stream 1

Complete the **separate** [Application Budget Form](#) (Excel spreadsheet)

Stream 2

Complete the Budget question **within** the Application Form (see example on the next page)

## Criterion 5: Efficiency (value for money) and effectiveness

## 2.5.1 Program expenses, funding requested and your co-contribution (include all expenses, not just those you wish covered by LECG)

Expense category	Description/detail	LECG funding requested \$			Your contribution (Including in-kind)	Total project value
		2016	2017	2018		
Education materials	<i>Development of handbook and website on community actions to protect threatened species (quote \$20,000)</i>	8,000	0	0	12,000	20,000
Workshop/seminars	<i>10 community workshops around NSW (including facilitation, catering and venue hire) @ \$2,000 each</i>	0	5,000	5,000	10,000	20,000
Other events	<i>Environmental Education Conference for Regional NSW (Dubbo – Sept 2017) @ \$15,000</i>	0	3,000	0	12,000	15,000
Media/promotion	<i>Advertising/promotion for community workshops (regional newspapers and networks) @ \$200 each</i>	0	1,000	1,000	0	2,000
Website/social medial	<i>Launch of new website and corresponding social media presence (quote received for \$5,000)</i>	2,000	0	0	3,000	5,000
Printing/publication	<i>Publication of handbook (2000 copies @ \$4 each)</i>	0	4,000		4,000	8,000
Program staff (salary/on costs)	<i>Education Officer - 7hrs/week for 45 weeks @ \$35/hr + 26.5% on-costs (plus salary increases for years 2 and 3)</i>	10,000	7,000	14,000	15,000	46,000
Staff training	<i>Engaging with Difficult People' Training</i>	0	0	0	2,000	2,000
Capital equipment	<i>Projector for workshop presentations</i>	0	0	0	2,000	2,000
<b>TOTAL</b>		<b>\$ 20,000</b>	<b>\$ 60,000</b>	<b>\$ 20,000</b>	<b>\$ 60,000</b>	<b>\$ 120,000</b>
		<b>\$ 60,000</b>				

Your co-contribution must be at least 50% of Total project value

## Grant Allocation

Traditionally, not all successful applicants to the LECG program have been granted the full amount they requested. This has allowed the Trust to fund more organisations per round and deliver an equitable split of available funds over a range of organisations and areas. Please be aware that there is a strong possibility that you may be offered a grant that is less than the amount you requested. This may require some reworking of the proposed activities to fit a new budget.

### Project Measures

Complete the project measures that you hope to achieve over the life of the project. This allows you to demonstrate what outputs will be delivered as part of your project and to show your progress at different stages. The Trust has a list of [standardised project measures](#) on their website which may be relevant for your project.

#### Example

Project measure	Total projected What you aim to achieve by undertaking the activity (e.g. number of participants, workshops etc.)
Number of stakeholder groups engaged	8
Number of individuals engaged	55
Number of individuals potentially reached	250
Number of meetings	2
Feedback received from stakeholders	5
Educational products developed	5
Media releases	10

### Risk management

In this question you will be asked to address the potential difficulties and risks that could hinder the progress of your project and how you intend to manage that risk.

#### Example

Risk factor	How will risk be managed?
Activities not being completed on time	Regularly monitor progress and revisit monitoring and evaluation plan.
Project going over-budget	Regularly monitor expenditure against budgeted funds.
Participation in volunteering does not increase	Regularly monitor and evaluate the education and communications strategy, seek feedback from the community, maintain communication with stakeholders, provide incentives and feedback to the community, adjust as required.
Unable to contract community educators with required skills	Identify a number of potential sources for community educators with required skills.

### Long term security of outcomes

The long term security of program outcomes is very important. While the Environmental Trust may support your program over the life of this LECG grant, it is not the Trust's responsibility to fund it on an ongoing, long term basis. What strategies will you use to continue to maintain support and to achieve the outcomes of this program after Trust funding ceases?

### Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of \$10 million, workers compensation and volunteer insurance.

Successful applicants will be required to submit the following documents throughout the life of the project:

### Project measures

Project measures are a standardised list of indicators that are used to judge the impact of a project or program. They are used to determine whether your objectives are being met during the life of your project/program. Project measures may be **quantitative** (numerical - how much did we do?) **and/or qualitative** (descriptive - how well did we do it?).

#### Resource

Project measures, which are captured in an Excel spread-sheet available on the [Trust website](#), allow successful applicants (grantees) to set annual targets which are then reported against as part of each progress report.

### Monitoring and evaluation plan

The Monitoring and Evaluation (M&E) Plan is the final step in the planning stage for grantees. Monitoring and evaluating your project/program enables you to determine whether you achieved what you set out to do by identifying **who** is responsible for monitoring your project/program's progress, as well as **how** and **when** it is carried out.

The M&E Plan provides for risk management assessment to identify, assess and prioritise risks that may impact on the successful delivery of a project/program. It also helps you develop a basic communication strategy to assist you in getting your targeted messages out to your appropriate audience.

A [template of the M&E Plan](#) is available on the Trust's website

Grants totalling less than \$20,000 over the 3 year period will not require an M&E Plan.

However, you may be required to provide additional detail relating your project planning section after being awarded a grant.

### Reporting

Grantees are required to provide the Trust with a final report as detailed in the Grant Agreement. This report allows grantees to provide details on activities and achieved project measures. It also provides the opportunity to reflect on the implementation and application of the M&E Plan and project evaluation.

Understanding how your project has made a difference and conveying this accurately to the Trust is important in helping to guide future funding and environmental management decisions.

A [reporting template](#) is available on the Trust website.

#### Great Resource

[Does your project make a difference?](#)

A guide to evaluating environmental education projects and programs

This booklet provides guidance to people who are planning and delivering education programs on how get started on evaluation and build evaluation into your education program.