



# Lead Environment Community Group (LECG) Grant Program

2016

## Program Guidelines



Closing Date:  
5.00 pm Friday 11 March 2016

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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**Report pollution and environmental incidents**

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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.

### New in 2016

The 2016 round of the LECG Program sees a change in timing to the program.

The program will now offer grant funding for a three year period (instead of the traditional one year grant funding). This means that your application to the 2016 round will cover 2017 and 2018 as well. There will be **no call for applications** held in these years.

### For more information

Visit the Environmental Trust [LECG webpage](#).

Or contact the 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)

## Part 1: About the program

The Lead Environmental Community Groups (LECG) Grant Program is administered by the [NSW Environmental Trust](#). The Environmental Trust is an independent statutory body established by the NSW Government to undertake projects that enhance the environment of NSW. Its main responsibility is to develop grant programs that address priority environmental issues in NSW and to make and supervise the expenditure of grants. The Trust is administered by the NSW Office of Environment and Heritage.

### Program objectives

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

LECG will support new or existing educational programs that develop or widen the community's knowledge of, skills in, and participation in protecting the environment and undertaking sustainable behaviour. It will provide grants to assist eligible lead environmental community organisations in NSW to deliver community education and/or capacity building programs that:

- 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

#### New in 2016

The program will now offer grant funding for a three year period (instead of a one year grant). This means that your application to the 2016 round will cover 2017 and 2018 as well. There will be no 'call for applications' held in these years.

### Change of grant length

In the previous round, the LECG program provided grants for up to 12 months. To reduce the administrative burden for applicants of applying each year, as well as providing longer term security of funding, the 2016 round will be offering grants of up to three years.

#### New in 2016

Unlike the previous round, funding will be provided **for three years**.

The program will continue to offer grants under two funding streams. Stream 1 for larger NGOs seeking funding between \$20,000 and \$80,000 each year (maximum of \$240,000 in total over the three year funding period), and Stream 2 for smaller groups seeking less than \$20,000 each year (maximum \$60,000 in total over three years). LECG funding will provide **up to 50 per cent** of the full costs of an eligible organisation's community education and/or capacity building program

### Funding available

A total of **\$1.8 million** (\$600,000 per year) has been allocated for the 2016 round of the program. This includes the funding allocation for 2017 and 2018.

Funding is available under two different streams:

Stream 1  
\$20,000 - \$80,000 per year  
(Maximum \$240,000 over 3 years)

Stream 2  
Up to \$20,000 per year  
(Maximum \$60,000 over 3 years)

## Who can apply?

The LECG Program has two streams of funding for different sized organisations. Specific eligibility requirements for each stream are outlined below, however, to be eligible for this program, **all** organisations shall:

**Tip** All applicants will be required to prove why they should be considered a 'lead' or 'peak' environmental community organisation.

- Be a lead environmental community organisation
  - Be a non-government, not-for-profit organisation
  - Have a full time presence in NSW
  - Have the protection and enhancement of the environment as one of their primary objectives
  - Be an organisation that is:
    - the peak representative of a specific field of environmental activity across NSW
- and/or
- an umbrella organisation providing the full spectrum of activities within NSW expected of a peak environment organisation
- Have their own constitution and be incorporated under the law of a state or territory as an incorporated association, company or cooperative society
  - Have annual audited financial statements

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>and/or</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>and/or</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>

## Ineligible organisations

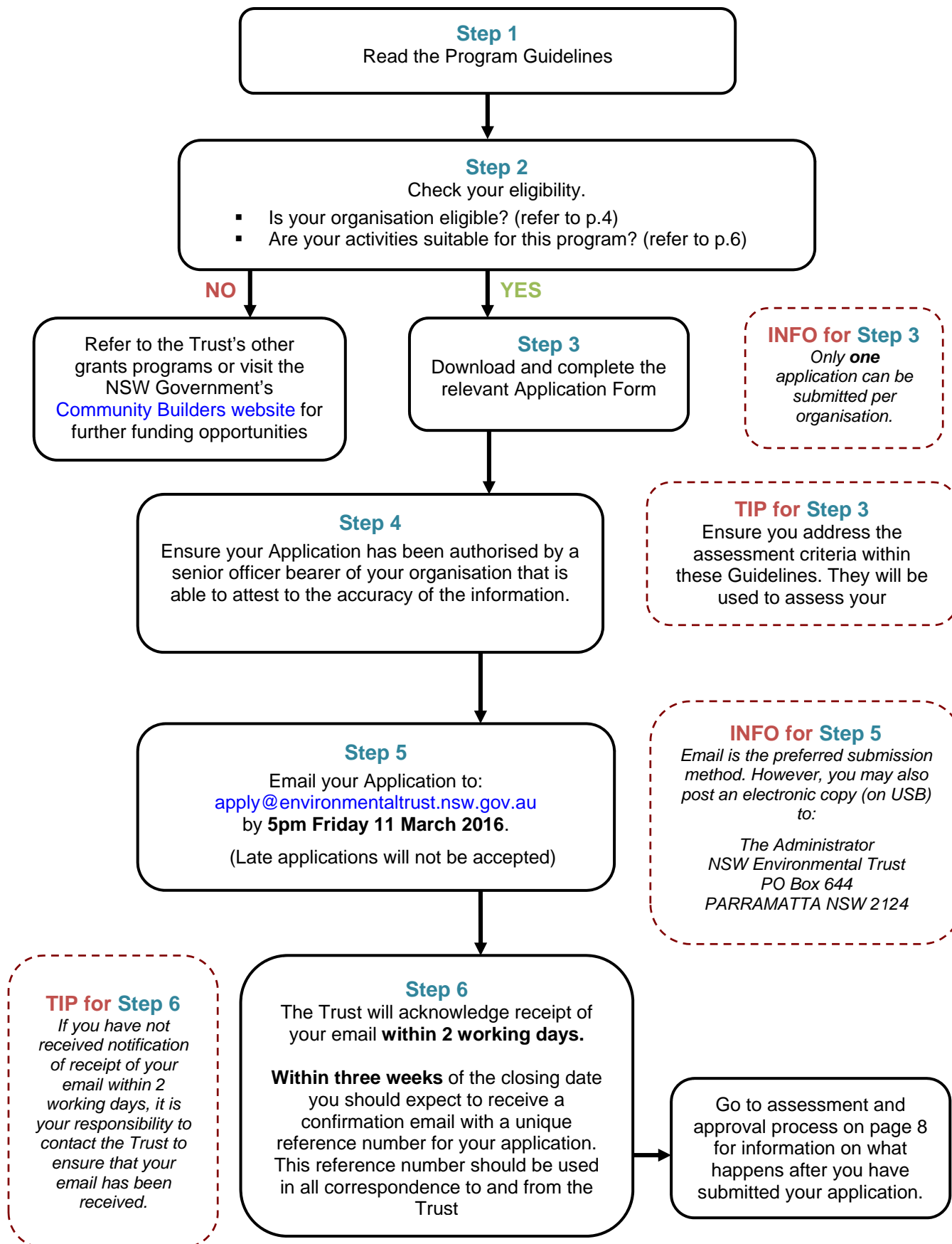
The following organisations are considered **ineligible** for funding under the LECG program:

- Local organisations - a local organisation is one which is concerned only with a specific project or a small number of issues within a specific geographical area or a defined district. Local organisations include Landcare, rivercare, bushcare, revegetation or similar groups.
- Landcare and other 'care' Networks and Regional organisations.
- Environmental education centres and local environment centres.
- Organisations with limited community involvement and whose main activity is fundraising and grant making.
- Industry associations (i.e. organisations that represent the interests of profit making industries).
- Organisations whose main activities are commercial or fee for service, even if not-for-profit.
- Organisations which are established under state legislation (including councils and LLS).
- Any applicant with a record of past poor performance in respect of previous grants projects, or any history of non-compliance with statutory or regulatory obligations.

## Part 2: Application process

### How to apply

This flow chart takes you through the steps of how to lodge an application under the LECG program.



### Eligible activities

The program will support new or existing education or capacity building programs that develop or widen the community's knowledge of, skills in, and participation in protecting the environment and undertaking sustainable behaviour. Proposed programs must align with the LECG Program objectives (page 3).

**Tip** The Trust particularly encourages:

- Innovative programs that target environmental issues or areas where there are opportunities or challenges in getting people to understand, care and act differently
- Cost effective programs that will lead (or contribute to) sustained behaviour and skills rather than one-off information activities and events
- Programs that actively involve the community to protect and enhance the natural environment
- Programs that empower the local community to take an active role in decision-making by building community skills and capacity

### Ineligible activities

The following activities are **not** eligible for funding:

- ✘ Any activities that are inconsistent with the objectives of the program.
- ✘ On-going administration and/or operational costs of organisations.
- ✘ Programs that fund devolved grants (i.e. programs offering grants to other organisations).
- ✘ Ongoing maintenance of projects or programs to which organisations have committed as part of a previous grant or their core business operations.
- ✘ Capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the program. Costs for capital items should generally not exceed 20% of the total program budget.
- ✘ One-off information activities and events (programs that will not lead or contribute to sustained change in behaviour and skills).
- ✘ Retrospective funding - that is, activities that have commenced before the grant is offered and accepted.

### In-kind funding and contributions

LECG funding will only provide **up to 50%** funding for the full costs of an organisation's community education and/or capacity building program. Please ensure you advise us if you:

- have secured funding from another source (this **cannot** be another Environmental Trust grant, or any investment already identified as a contribution towards another Trust grant)
- have current applications lodged with other funding sources

**Tip** All applicants are expected to contribute at least 50% of the project costs through direct financial and/or in-kind investment.

### Partnerships

Having or obtaining the support of other organisations/groups can significantly add value to a program by spreading 'ownership' of the program to a wider audience and sharing responsibility for outcomes. You should provide evidence of any program partners' support when submitting your application.

### Conflict of interest

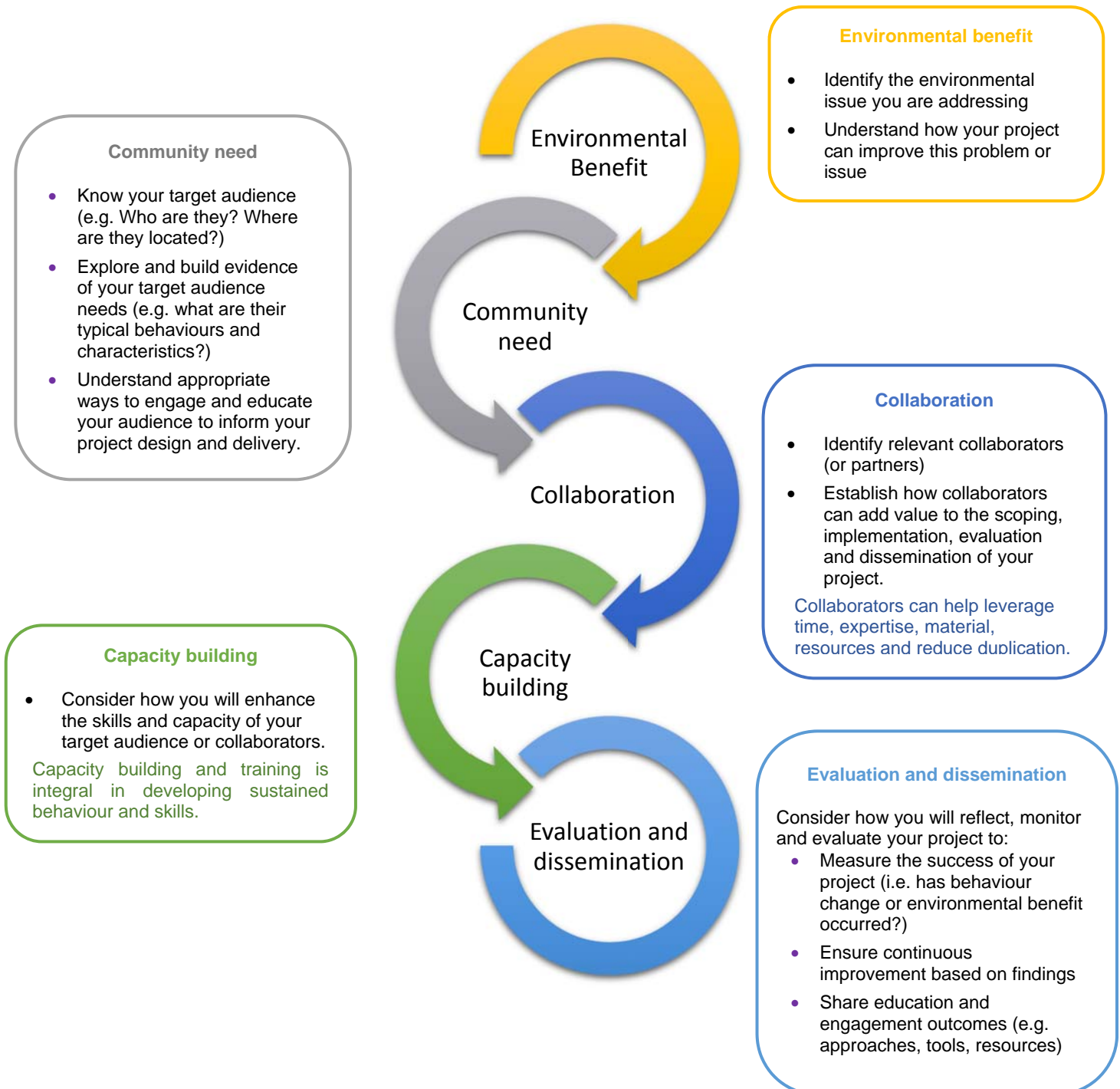
Applicants are required to declare any real, potential or perceived conflict of interest that they may be aware of in relation to the awarding of a grant. This is particularly relevant where the program is to be carried out by the applicant or a contractor closely associated with the applicant, or where the applicant will derive a personal benefit from the program. Each situation will be assessed on its merits, and the governance arrangements in place to manage potential/ perceived conflict.

## Privacy

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement. The Trust may also disclose information you supply to us for the purpose of evaluating its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

## Guiding principles

Applications should incorporate the following principles for effective and impactful community environmental education and capacity building programs.





## Part 4: 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 program assessment criteria.

The table below outlines the assessment criteria for assessing all applications.

### Assessment criteria

#### 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

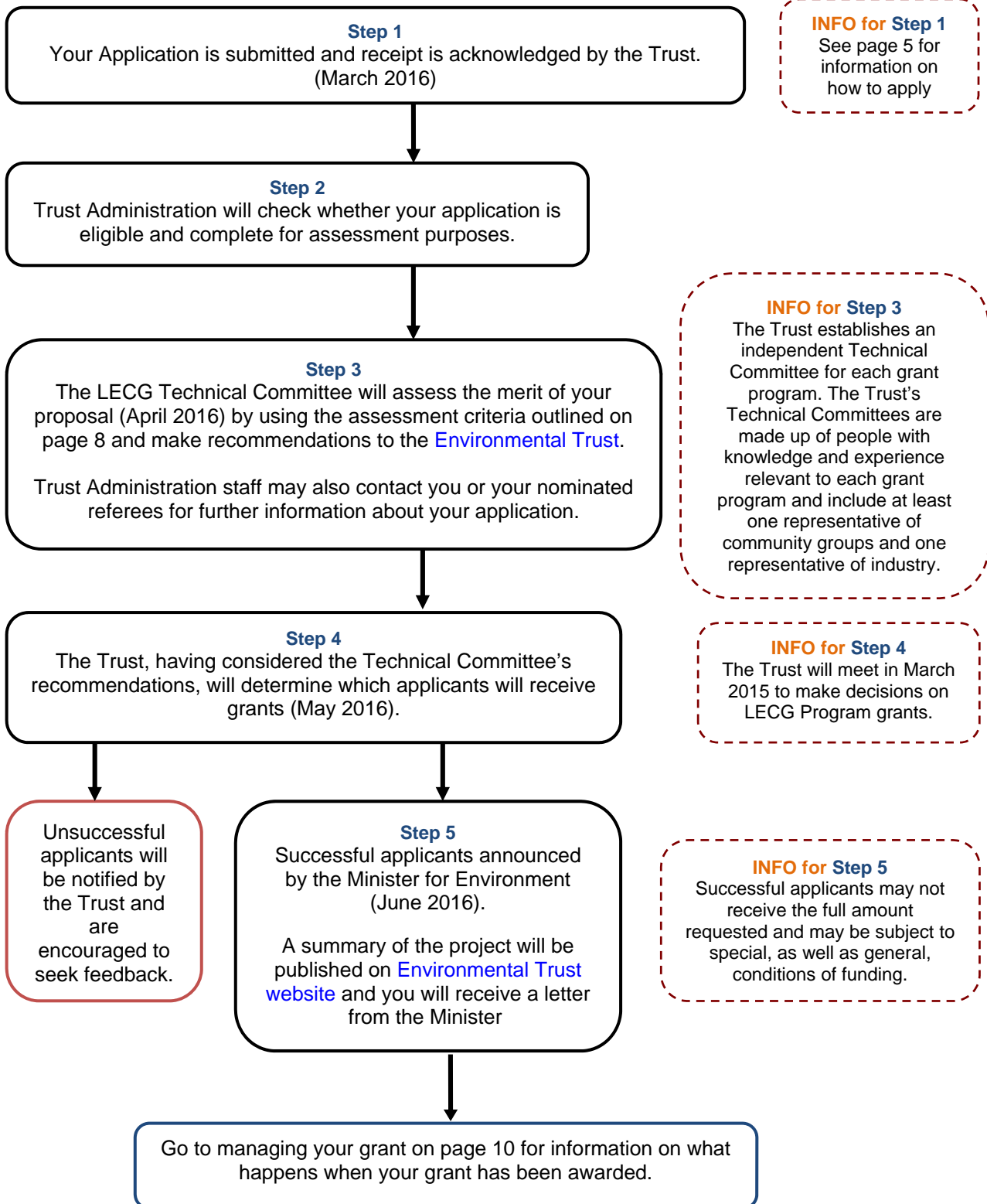
- demonstrated knowledge, skills and expertise within relevant fields
- capacity and commitment to undertake and complete activities

#### 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

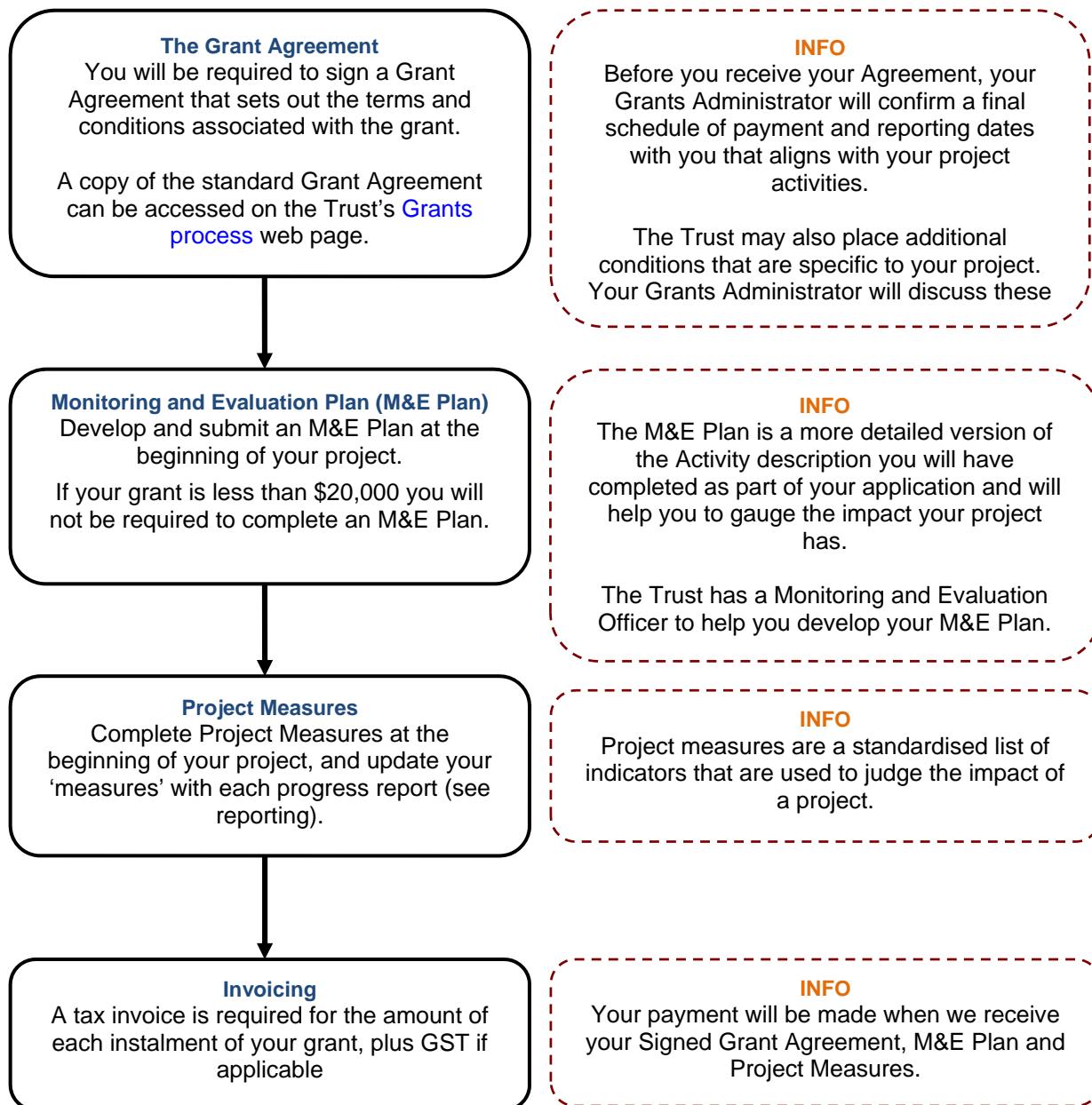
## Part 5: Assessment and approval process

The following flow chart outlines the various assessment and approval steps throughout the LECG Program application process.



## Part 6: Managing your grant

The flow chart below gives you an idea of what to expect if you are awarded an LECG grant.



### Reporting during your Grant

Grantees are required to prepare and submit progress reports periodically throughout their projects. The timeframe for reporting and payments will be agreed with your Grants Administrator when the grant is awarded, and outlined in your Grant Agreement. For the LECG program it is anticipated that a Progress Report will be due in May each year.

The Trust recognises, however, that variations to your project are sometimes inevitable and these can be negotiated with your Grants Administrator at any time throughout your project.

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

Each report allows grantees to provide details on activities, achievements and expenditure. It also provides the opportunity to reflect on the implementation and application of the M&E Plan and Project Measures.

Each report is reviewed by a representative of the Trust with the relevant technical expertise. If your report demonstrates that your project is progressing well, the next instalment of your grant will be authorised by the Trust and your Grant Administrator will provide you with feedback from the reviewer.

## Final reporting

When your project is complete, grantees are required to submit a final report reflecting on achievements against the project's objectives. A reporting template will be available on the [Trust website](#).

Like progress reports, your final report will be reviewed by a representative of the Trust. Your project will also be reviewed by the Trust's [Dissemination Program](#) team, which collaborates with grantees to add value to successfully completed grant projects.

Your Grants Administrator will provide you will feedback on your project, and if the requirements of the grant agreement have been met, your grant will be formally acquitted.

## Part 7: Obligations of successful applicants

Successful applicants will be required to:

- Demonstrate that any previous Environmental Trust grants received by your organisation are progressing, or have been completed, to the Trust's satisfaction.
- Provide written evidence from any project partners who are contributing funds to the project, where requested.
- Confirm a final schedule of payment and reporting dates relative to project activities.
- Sign a Grant Agreement that sets out terms and conditions associated with the grant. Copies of the Trust's Grant Agreements for specific programs are available on the [Trust's website](#).
- Develop and submit a Monitoring and Evaluation Plan for the project. Grants totalling less than \$20,000 over the three years will not be required to complete a Monitoring and Evaluation Plan.
- Complete Project Measures (see below).
- Provide evidence of appropriate insurance coverage.
- Forward a tax invoice to the Trust for each instalment of their grant, plus GST if applicable.
- Seek prior approval to alter proposed outputs, objectives, time-frame or budget changes greater than 10 per cent.
- Comply with all conditions contained in the Grant Agreement.
- Provide progress report(s) where requested and a final report in accordance with the Trust's reporting guidelines, including an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes. This should also include a report on project measures (see below).
- Acknowledge the Trust's support in all promotional material or any public statement about your project. Your acknowledgement must include the Trust's logo in written material.
- Be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust. Confidentiality requests will be considered by the Trust during the application phase.
- Negotiate the expected outcomes of the project - if you don't receive the full amount requested in your application.