



Updated February 2024

# Environment Levy Partnerships

## Guidelines

*These guidelines should be read in conjunction with council's [Community Grants Policy](#) and [Environment Levy Policy](#). You can view these documents at [www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au)*

**Sunshine Coast Council has a strong history of partnering with the community to achieve the environmental goals set out in council's strategies, plans and policy positions, including:**

- **Environment & Liveability Strategy 2023**
- **Sunshine Coast Council Local Government Area Biosecurity Plan 2017.**

The Environment Levy Partnerships funding program provides up to three-years funding towards operational expenses to not-for-profit community organisations whose operations or services contribute to the enhancement and protection of the Sunshine Coast environment, and whose activities are closely aligned to council's vision for the future as described in the Corporate Plan 2024-2028.

The inclusion of an Expression of Interest (EOI) period provides the opportunity to develop collaborative partnerships with agreed outcomes for natural resource management of the region.

The delivery of the Environment Levy Partnerships funding program is subject to annual budget allocations.

## Eligibility

### Who can apply

Community organisations which meet all the following criteria:

- are a legal entity with not-for-profit status or are registered with the Australian Charities and Not for Profits Commission (ACNC)
- are incorporated, or are an Australian Public Company-Limited by Guarantee
- operate within the Sunshine Coast Local Government Area or are able to demonstrate that the program will benefit residents and environment of the Sunshine Coast LGA
- are able to demonstrate viability
- are willing to participate with Sunshine Coast Council (council) in defining mutually agreed partnership deliverables, measures and reporting requirements
- have no debt to council, or have entered into scheduled payment arrangements with council which are being adhered to
- have met acquittal conditions for previous council grants
- have appropriate insurance and adhere to sound Workplace Health and Safety practices
- are working towards becoming self-sufficient.

*Note: Priority will be given to applications where council funding can be used to leverage funding from other tiers of government.*



Your Environment  
Levy in action

## Who cannot apply

- government agencies or departments of local, state or federal government
- educational, religious or medical organisations, where the application is for the organisation's core business
- businesses
- individuals
- organisations where the application is connected to political activities.

## What is eligible for funding?

Funding is available as a contribution to support the organisation's general administration and operational expenses. For requests above \$5,000, you are required to discuss this with council's Community Catchment Partnerships Manager where mutually agreed deliverables will be negotiated. Please note that in some instances, part funding may be offered.

## Application

The Environment Levy Partnerships application is a three stage process:

1. Complete an Expression of Interest (EOI)
2. Consult with council – Applicants must discuss their proposal with the Community Catchment Partnerships Manager
3. Submit an Online application form – following discussion with the Community Catchment Partnerships Manager.

## Online application form

Applicants must use the online process to submit a valid application. Supporting documentation should also be uploaded to the online application.

## Assessment

Assessment is based on both general partnerships criteria and environment specific criteria.

## General Partnerships Assessment Criteria

Applications are assessed on the following program priorities:

### Council priorities

- strength of alignment with council's priorities as described in current council strategies, plans and policy positions
- evidence of working respectfully, positively, and collaboratively with council and other partners.

### Community need and benefit

- demonstrate a clear and identified community need for the operations and services
- demonstrate lasting impact and broad community benefit
- proven positive engagement with the community.



## Planning and delivery

- demonstrate a collaborative approach to delivering the operations or service
- a well-planned and achievable strategic, operational or business plan for delivery
- a clear evaluation process, which identifies what will be delivered and how it will be measured and reported to council
- met terms of any previous partnership funding agreements.

## Organisational capacity

Demonstrated capacity to deliver for the duration of the partnership with evidence of:

- sound financial management
- sustainable budgeting
- effective business planning processes
- risk assessment practices
- principles of good governance
- working towards or maintaining self-sufficiency
- relevant qualifications, licenses and approvals.

## Budget

- realistic budget reflecting the partnership's scope and scale.

## Environment Specific Assessment Criteria

Applications must also:

- contribute to landscape and biodiversity protection and monitoring; rescue and/or rehabilitation of wildlife; or address major ecological threatening processes (e.g. rural & urban runoff, clearing of vegetation, pest management)
- promote waterways and catchment health, and reduce erosion and sediment runoff into waterways.
- establish partnerships and links with council, external agencies and residents that improve the protection, restoration and/or management of the region's environment (particularly on lands adjoining or lying within the immediate vicinity of existing conservation areas, Land for Wildlife properties, conservation/vegetation protection covenants and Volunteer Conservation Agreement properties).

The Environment Levy Partnership funding program applications are assessed by panels, which include council staff with expertise in natural area and wildlife management.

Panel recommendations for Environment Levy Partnerships are reported to council for endorsement.

## Agreement / Payment

Successful applicants will be notified via email, and will be directed to fill in the online Funding Agreement Form before payment can be made. Partnership funds must be claimed within three months of notification, except where an extension has been granted.

In some instances, there may be specific Conditions of Funding that need to be met before payment can be made.



## Acknowledgement

As a condition of funding, all successful applicants are required to actively and publicly acknowledge council's support. The level of acknowledgement required is outlined in the funding program agreement and associated acknowledgement guidelines. In addition, funding recipients must also ensure that council's positive reputation is maintained at all times.

## Acquittal

All Environment Levy Partnerships funding must be acquitted annually by 31 August.

Organisations will not be considered for further funding from council where previous acquittal conditions have not been met.

Recipients of multiple-year Environment Levy Partnerships funding will receive yearly payments contingent on the satisfactory completion of a yearly mid-term report and acquittal, and subject to council's annual budget allocations.

## Applicant Support

For further information please contact a Grants Development Officer on:

- phone: (07) 5420 8616
- email: [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)

Note: Office hours are 8.30am – 4.30pm Monday to Friday (excluding public holidays)

