



# **CLIMATE CHANGE GRANT GUIDELINES**

**Climate Change Response Grant**

**Round 5 2025/26**

**Opens 9am Monday 10<sup>th</sup> February 2025**

**Closes 12pm Wednesday 19<sup>th</sup> March 2025**

**[noosa.qld.gov.au](http://noosa.qld.gov.au)**

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# 1. Introduction

Noosa Council’s Climate Change Grant Program is guided by Noosa Council through the [Community Grants Policy](#) and the [Environment Grants Policy](#). The Climate Change Grant Program is designed to enable collaboration with the community in initiatives that work towards the outcomes and targets identified in the [Climate Change Response Plan](#). All initiatives funded by Climate Change Grants Program must have tangible and measurable outcomes.

- Read these guidelines, frequently asked questions and the sample application form.
- Contact the Grants Officer to check eligibility.
- Discuss project plans with Council’s Climate Change staff to be sure the project is eligible. ***This is compulsory*** and also helps to set the applicant on the optimum path.
- The word ‘project’ in these guidelines, refers to an initiative, project, a program, an event, an equipment purchase or building works.

Should you have any further questions regarding on the Climate Change Grant Program, please contact Council’s Climate Change team via email at: [climatechange@noosa.qld.gov.au](mailto:climatechange@noosa.qld.gov.au).

# 2. Purpose

The Climate Change Response Grant is available for applications from eligible not-for-profit organisations for projects which:

- Contribute to achieving net zero emissions for Noosa Shire by 2026.
- Contribute to Council and the community building resilience to the impacts of climate change.
- Assist Noosa Shire’s transition to 100% renewable electricity.
- Increase the awareness, education, capability, and capacity of Noosa residents to both reduce emissions and adapt to climate change impacts that are here now and increasing.

# 3. Key dates

Round opens:	9.00am Monday, 10 <sup>th</sup> February 2025
Round closes:	12.00pm Wednesday, 19 <sup>th</sup> March 2025
Announce results:	Mid June 2025
Project delivery period:	1 July 2025 to 30 June 2026
Acquittal due:	Within 30 days of completing project

## 4. Eligible organisations

### Who can apply

The grant program is available to organisations who are seeking a financial contribution to a project which will benefit the residents of the Noosa Shire community and who:

- Are a legal not-for-profit organisation as defined by the [Australian Taxation Office](#) (ATO) and [Australian Charities and Not-For-Profits Commission](#) (ACNC) which are:
  - An incorporated association
  - A company limited by guarantee
  - A non-trading/non-distributing co-operative
  - An Indigenous corporation
- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have an active ABN
- Have a bank account in the name of the legal entity.

If not eligible the applicant may apply under an eligible auspice (administrator). The auspice organisation will take legal and financial responsibility for the grant and the project being delivered. See the section on auspicing below.

All applicants (including the auspice) must have:

- Hold current insurance certificates for the project, which may include public liability insurance, WorkCover insurance, volunteer insurance, building and contents insurance.
- Meet relevant Workplace Health and Safety (WHS) and other legislative requirements.
- Not have any debt owing to Council, or have entered scheduled payment arrangements with Council.
- Agree to the Deed of Funding Agreement if successful.

### Who cannot apply

This grant program is not available to:

- Commercial businesses or business trusts
- Individuals
- Government agencies or departments of local, state or federal government
- Educational, political or religious organisations, or primary health care providers, where the application is for the organisation's core business
- Parents and Friends Associations, or Parents & Citizens Associations
- Kindergartens, Pre-school and day care centres
- Not for profit organisations with a liquor-licensed supporters/associated club that commercially trades seven days a week.

## Auspicings

If the applicant is not eligible, they will need to apply under the auspice of an eligible organisation.

If the application is successful, the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement or at least a letter from the President, Chair, Secretary or Treasurer of the Auspice Organisation which indicates they understand and are willing to take on the auspice responsibilities.

Download the [Auspice Facts and Agreement format](#). It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with the application.

## 5. Eligible projects

Climate change response projects may include, but are not restricted to:

- Projects/programs – Projects or programs that address specific Strategic Priorities of the Noosa Climate Change Response Plan. The project or program must address one or more of the following themes of the Noosa Climate Change Response Plan and link to one or more relevant Strategic Priorities under each theme:
  - i. Leadership and governance
  - ii. Energy efficiency and governance
  - iii. Clean low emissions industries
  - iv. Sustainable transport
  - v. Health & resilient natural systems and carbon sequestration and food systems
  - vi. Sustainable agriculture
  - vii. Resilient and adaptive communities and built environments
  - viii. Zero waste and circular economies
- Events - Community based festivals, workshops, or events that bring residents together (beyond the applicant organisation's membership base), including cultural, sports, environmental or community events. Such events should have a clear connection to greenhouse gas emission reduction and/or climate change adaptation and resilience.
- Climate change infrastructure / building works – projects that enhance a building or other infrastructure's capacity to be resilient in the face of climate change and/or to reduce greenhouse gas emissions. For example, projects that propose to install PV solar or upgrade insulation in a building help reduce emissions through the production of clean energy. When paired with batteries that help to power the facility in the event of a power outage, this can improve the resilience of the facility in the face of growing climate change impacts that are expected to lead to disruptions more often and for longer. The project must be co-funded by your organisation by at least 50% only if the project relates to infrastructure / building works. If the project takes place in a council owned building or facility, be sure to complete the necessary paperwork and speak to a council officer before lodging your application.
- Climate change education – projects that seek to educate, inform, empower, and support behavior change. Education programs must demonstrate a clear plan for messaging around specific issues related to climate change mitigation or adaptation and resilience.
- Climate change adaptation initiatives – projects that seek to inform or engage in action around climate

change adaptation and resilience. Projects can be research oriented, action oriented or both, but must respond to climate-related risks and aim at building resilience for organisations, communities, and/or natural systems. For example, projects that improve food security, water security, heat resilience, flood resilience, biodiversity resilience, coastal resilience or bushfire resilience, and take a nature-based approach in line with Council's Adaptation Principles, would be highly regarded. Climate resilience officers are available to speak to about projects in this category to ensure alignment with council's strategies in this area.

The Climate Change Response Grants seek to support initiatives that accelerate community-led climate action at the local level. These grants are intended to mobilise the community, support vulnerable people, provide initiatives to reduce carbon emissions and create a more resilient and sustainable Noosa. It is envisaged that a variety of projects/programs will be put forward for consideration that could include, but not limited to:

- Projects/programs that reduce emissions and/or adapt to climate change impacts
- Education programs to build the awareness, capability and capacity of the community to take action on climate change, through activities that advance either or both emissions reduction and climate resilience
- Pilot programs to trial emission reduction initiatives or build community resilience which are applicable to the wider community
- Studies to investigate how the community can reduce its household or business emissions, and/or increase household, business or community resilience
- Events to promote existing and emerging technologies to reduce emissions and adapt to climate change impacts

The applicant must have the following for the project:

- Permission from the landowner and evidence that permission has been obtained; and
- Bear the entire responsibility for identifying, obtaining, and retaining all relevant legislative approvals and permits relating to the project.

### Co-contributions

The applicant must provide a co-contribution to meet the full costs of all projects. This could be cash or in-kind contributions. The applicant must be able to demonstrate that such funds are assured. If the applicant is unable to provide such co-contributions a rationale must be provided.

### Landowner consent

Applicants must provide evidence that written approval has been obtained from the landowner for the project.

- Council land: Where Council is the owner or trustee of the land, on which the building works are intended, the completed [Community Organisation Check List for New Works Form](#) must be submitted with this grant application. For more information please contact: [commdev@noosa.qld.gov.au](mailto:commdev@noosa.qld.gov.au)
- State land: If the project is proposed on State land, please contact: [SLAMlodgement@resources.qld.gov.au](mailto:SLAMlodgement@resources.qld.gov.au).
- Private land: If the project is proposed on freehold/privately owned land, evidence of tenure (i.e., titles search) must be provided with a letter of consent.

## Event permit

Where events are proposed, the applicant must obtain an event permit from Council if their application is successful and costs to do this need to be captured within the project budget. Further information on the costs and application process is available [here](#).

## 6. Funding Considerations

The minimum grant amount from Council is \$1,000 and maximum grant amount is \$30,000. The delivery of the Climate Change Grants Program is subject to Council's annual budget. Funding is competitive and Council cannot approve all requests for assistance, therefore grant funding should not be automatically expected.

As the program is often oversubscribed, Council will not always fund 100% of a project. In some instances, only part-funding of the amount requested may be offered. If your project cannot proceed without full funding, this should be indicated in your application.

Other funding sources to support the delivery of projects may include:

- Grants from other funding bodies – refer to Council's [more Grants and Guidance](#) website page.
- Sponsorship, donations of cash, materials, or expertise.
- In-kind support/volunteer hours are valued at a minimum of [\\$46.00 per hour](#). The basis of this calculation is taken from the biannual Australian Bureau of Statistics (ABS) average weekly earnings figures for Australia.

## 7. Ineligible Projects

The following projects are not eligible for funding under the Climate Change Grants Program:

- Projects that do not contribute towards the specific outcomes of Council's Climate Change Response Plan.
- Projects, events or programs run for commercial profit.
- Projects where most of the benefit will be outside the Council LGA.
- Any project conducted for the purpose of raising charitable funds for a third party.
- Activities that have already commenced prior to the grant application being submitted.
- Payment of debt.
- Political or activism activities.
- The core business of educational, medical, or religious organisations, or activities aimed primarily at economic development.
- Items already funded in other Council grants.
- Grant writer fees or auspice fees.
- Contingency costs.
- Repayment of debts and loans.
- Domestic or overseas travel costs.
- Purchase of equipment/service that benefits an individual.
- Funding for a staff or member social event or uniforms.
- Gifts, prize money, prizes, or trophies.
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees.
- Administration expenses such as stationery, postage, and office supplies.
- Consumable items, including food (including ingredients), beverages or catering.
- Training not provided by a qualified third party (e.g.in-house training).
- Sponsorship or donations to other organisations.

## 8. How to apply

The application form collects practical information in order to facilitate fair and informed decision making and administration in line with the objectives of this funding program.

A sample application form is available on Council's website at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants). The actual form is completed and submitted online at [www.noosa.smartygrants.com.au](http://www.noosa.smartygrants.com.au).

Once an application form has been submitted, an email will be sent to the SmartyGrants registered user to acknowledge that Council has received the grant application submission.

## 9. Project Plan

As part of the grant application, you will be required to submit a brief project plan using a template provided by Council. You can find the Council Project Plan [here](#).

## 10. Project risks

As part of the project plan it is important to consider potential risks arising during the delivery. Council requires your organisation to complete a Risk Management Plan. A Risk Management Plan template can be found [here](#).

## 11. Project budget

It is important to provide a realistic and complete project budget.

- The budget must balance. That is, the total income relating to this project must equal the total expenditure on this project.
- The budget must include the supplier's name (if known) in the description of expenditure items.
- All infrastructure / building projects must have at least 50% contribution to the project. That is, the grant amount requested cannot be more than 50% of the total project cost.
- In-kind support/volunteer hours are valued at a minimum of [\\$46 per hour](#).

### Quotes

Written quotes are required for any budget item over \$1,000:

- For budget items between \$1,000 and \$15,000 one (1) written quotation is required
- For budget items over \$15,000 three (3) written quotations are required

### Goods and Services Tax (GST)

- The grant amount requested must not include GST.
- The quotes provided may include GST but the actual figures recorded in the budget must have had GST deducted.
- If the applicant (or auspice organisation) is registered for GST then Council will add GST to the grant when it is paid.
- If the applicant (or auspice organisation) is not registered for GST then Council will not add GST to the grant when it is paid.
- For more information on GST refer to this [GST page](#) of Australian Taxation Office's website.



## 12. Assessment criteria

Eligible applications are assessed by a panel against the following criteria:

- **Demonstrated need for the project:**  
A higher assessment score will be awarded if the applicant has clearly demonstrated the need for the project. That is, the applicant describes the problem which needs to be fixed, outlining the degree and nature of the negative impact it is having on the community.
- **Likelihood of success:**  
The extent to which the chosen technology/programme is proven to achieve long term emissions reductions or is proven to make Noosa more resilient to climate change.
- **Magnitude of emissions reductions (where applicable):**  
Tonnes of carbon emission reduced (e.g tonnes of GHG avoided, removed or sequestered, kWh reduced, kgs of organic matter diverted from landfill, litres of fuel saved etc.).
- **Value for money:**  
The outcomes of the project have a direct relationship with achieving the targets specified in the Climate Change Response Plan e.g tonnes of CO2 saved per \$ spend or magnitude of resilience benefit for funding provided.
- **Demonstrated need for funding:**  
A higher assessment score will be awarded where the applicant shows they need the funding and cannot fund the project from their own fundraising or cash reserves.
- **Contributions, financial or in kind, toward the project:**  
A higher assessment score will be awarded if the applicant leverages Council funding with substantial contribution to the funding the project, be it cash at bank and in-kind or donated volunteer time or materials.
- **Benefit to the Community:**  
A higher assessment score will be awarded where the applicant outlines what wider community benefits will come about because of this project.
- **Alignment to Council's strategic goals and identified key initiatives:**  
A higher assessment score will be awarded if the project closely aligns with the priorities as outlined in the Climate Change Response Plan, and/or one of Council's key strategic documents. Visit Council's [Principles, Plans & Strategies website page](#).
- **Capability of the organisation to deliver the project:**  
A higher assessment score will be awarded if the applicant has demonstrated their ability to plan, co-ordinate and deliver a safe and successful project within the project delivery period, all necessary approvals and insurances are in place (or are in the process), and the budget is realistic.

## 13. Assessment Process

Eligible applications will be assessed by Council against the criteria in accordance with the five-step assessment process detailed in Figure 1 below.



*Figure 1. Climate Change Response Grants assessment process.*

Following adoption at a Council meeting, applicants will be notified of their success, or otherwise. The outcome of grant applications will be made publicly available through the minutes of the Council meeting. Project funding is at the discretion of the Council, and there is no appeal process. Feedback can be provided to unsuccessful applicants on request.

## 14. Notification of grant application outcomes

The outcome of the grant round will be announced after the final decisions are made at the Ordinary Council Meeting. See Section Key Dates for this round of funding. Each applicant will be advised the outcome of their application by email.

Applications may be part funded. If part funded, the applicant will need to fund the shortfall.

Unsuccessful applicants may request feedback on the assessment by emailing [climatechange@noosa.qld.gov.au](mailto:climatechange@noosa.qld.gov.au).

## 15. Successful applicants

Successful applicants will be emailed an approval letter and a Deed of Funding Agreement. The Agreement will include terms and conditions of the grant, any special conditions that have been attached to your grant and GST information. You will need to complete, sign, and return the Deed of Funding Agreement before any funding is released. If the applicant is being auspiced, the Deed of Funding Agreement will be signed by, and payment will be made to the auspice organisation.

Successful applicants are given instructions about the Deed of Funding Agreement obligations and invoicing Council for the grant payment as part of the approval letter. Refer to the [Valid Invoice Check List](#).

Successful applicants have 12 months from the time of the notification of your success to complete the project and acquit the grant, unless otherwise negotiated.

Successful applicants will be required to:

- ensure continued compliance with these guidelines and the project plan submitted with the application
- deliver the approved project in accordance with the contents of the submitted applications approved by Council for the provision of a grant
- fully comply with the terms and conditions set out in the Deed of Funding Agreement (including special conditions) provided by Council to the successful applicants
- fully acquit the grant to Council in accordance with the terms and conditions of the Funding Agreement.

Applications may be only partly funded by Council. If a project is only partly funded, the applicant will need to fund the shortfall to be awarded the funding.

## 16. Unsuccessful applicants

If you don't receive funding, it will not necessarily be because you submitted a poor application. It may be because the demand for funds exceeds the amount available. For feedback on your grant application, refer to the contact details given in your notification letter. Unsuccessful applicants are welcome to reapply in the future. You may wish to consider submitting your application to another grants program. Both the Queensland and Australian Governments have websites that list available grants.

[Queensland Government website](#)

[Australian Government 'Community Grants Hub'](#)

[Our Community](#) publishes a quarterly list of grants Australia-wide.

## 17. Acknowledgement

All successful applicants are required to [acknowledge Noosa Council](#) in all published material and online communications associated with the funded project ensuring that Council's positive reputation is maintained at all times.

Noosa Council looks to actively promote the outcomes and accomplishments of grant funded projects and may produce communications featuring the project.

The Deed of Funding Agreement says the successful application must '*acknowledge assistance from Noosa Council in press releases and promotional material, using Council's logo and the words 'Proudly supported by Noosa Council'. The Council's logos and instructions on their use are on the Noosa Council website on the funding acknowledgement page. The logos are to be used in any promotional material, media advertising and signage relating to the proposal during the funding period except for infrastructure projects which should be acknowledged for the life of the funded infrastructure.'*

The acquittal will ask for at least two examples of acknowledgment Noosa Council e.g. Social media, letter or newsletter to supports or members, media releases, videos, signage, speeches, website etc.

## 18. Project reporting and acquittal

Reporting and acquittal requirements for the project will be outlined in the Deed of Funding Agreement. Projects must not commence, nor the grant paid before the applicant signs, understands, and can meet all terms and conditions of the Deed of Funding Agreement including any additional Special Conditions.

The obligations of the successful applicant include, but are not limited to:

- For projects that are being delivered over a period of 12 months, the applicant will be required to prepare a bi-annual milestone performance report, including:
  - Information on the progress towards, and achievement of project objectives and outcomes, as well as identifying project delivery issues and any recommended enhancements or improvements;
  - Details of any published material and online communications associated with the project;
  - Quarterly financial statements;
  - Reasons for any incomplete activities or milestones;
  - Submissions to Council of any changes to the project plan or revised timetable and justification for requested change.
  - Additional information such as photos, supporting reports, etc. can also be included.
- Provide Council with a financial acquittal report within thirty (30) days of the funded project's completion.
- Within (30) days of the funded project's completion, prepare and submit to Council a project finalization report to assess the project's overall success including:
  - Brief overview of the project.
  - Project objectives and key outcomes.
  - Project location / area (including a map with GPS coordinates).
  - An overview of the project methodology/framework adopted.
  - Details of the project outcomes, including how the project performance against targets nominated in the project plan
  - Details of progress towards and achievement of activities, milestones, and outcomes
  - Details of project communications (i.e. published material and online communications) and collaboration achieved from the project
  - Details of any project delivery issues, recommended enhancements or improvements identified from the project
  - Future project opportunities and next steps arising from the project
  - Summary of the final resources required to deliver the project, including staff and volunteers involved
  - Final project costings, including co-contributions
  - Additional information such as photos, supporting reports, etc. can also be included.
- Proof of having acknowledged Council in all published material and online communications associated with the project.

## Record Keeping

Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be eligible to apply for future grant funding if grant acquittal conditions have not been met. A sample acquittal form can be found at [www.noosa.qld.gov.au/council-grants](http://www.noosa.qld.gov.au/council-grants).

## 19. Terms and conditions

Successful applicants must abide by Council's terms and conditions which are contained in the Funding Agreement. Applicants must also adhere to any special conditions set by the Council.

## 20. Additional resources

Councils' current principles, plans and policies can be found here: [www.noosa.qld.gov.au/principles-plans-strategies](http://www.noosa.qld.gov.au/principles-plans-strategies)

Applicants can source other useful information from the following websites:

- [Auspice Facts and Agreement Format](#)
- [Community Events Calendar](#)
- [Event Toolkit](#)
- Support for [Not-for-profit groups](#)

## 21. Glossary of key terms

Term	Definition
Confirmed funding	Another source of grant funding already approved, cash at bank, Unconfirmed – another source of funding not yet approved or raised
In-kind	Given freely, donated materials, donated / volunteer labour Eligible – Satisfies the conditions, allowable expense
Nor for profit organisation	A community organisation that operates as a legal entity with a primary purpose of providing services to the community. An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
Auspice	Auspice means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspic organisation will be responsible for: <ul style="list-style-type: none"> <li>• sign-off on the funding agreement</li> <li>• the receipt, banking and administration of all moneys</li> <li>• project monitoring and completion</li> <li>• ensuring the applicant acquits the funding on time</li> <li>• sign-off on the acquittal form.</li> </ul>
Ineligible	Not allowed, legally or officially unable to be considered
A business	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. Sole trader - An individual operating as the sole person legally responsible for all aspects of the business. Company - A legal entity separate from its shareholders. Partnership - An association of people or entities running a business together, but not as a company.
Audit	Closer financial examination of an acquittal.
Auspice	An entity other than the applicant, but which takes legal and financial responsibility for all the obligations of the application, the grant and the funded project. The word is used as a noun and a verb.