Landcare Australia Grants

Frequently Asked Questions

Can I apply if I have received a Landcare Australia grant in the past?

Yes, however priority will be given to those groups who have not received a Landcare Australia grant in the past two years. Groups with outstanding final reports from previous grants are ineligible for further funding until all reporting requirements are met.

Can my group submit more than one application?

No, only one application per group will be considered per grant round.

Can I submit my application after the closing date?

No, late applications will not be considered for funding.

Where must I undertake my project?

- Landcare projects: Generally projects can be undertaken on either public or private land. Please see the relevant grant guidelines for eligibility requirements.
- Junior Landcare projects: Projects can be undertaken within the school grounds (or youth/community group grounds), or in an area of community concern. If you are undertaking your project off school grounds your application should show commitment to the ongoing maintenance of the project outcomes.

Applicants are responsible for identifying any required approvals or permits (e.g. site access, cultural heritage) and ensuring they are in place prior to project commencement.

How do I apply for a grant?

Login to the Landcare Australia Community Grants Portal. If you have applied for a grant on the portal in the past, your username will be your email address. If you have not applied for a grant before, you can register as a user here.

1. Click on the name of the grant you are applying for e.g. Yates Creative Gardening Grants;
2. Click on **'Create Application'**;
3. If you wish to leave a partially completed application, press **'Save'** and log out. You can log back in and continue to edit your application form until you are ready to submit.
4. Upload photos, pictures, maps, drawings and other media on the grants portal (maximum of three attachments per application). Click on your grant application number (e.g. GA-00006543) and select '**Attach File**' in the Notes and Attachments section;
5. To submit your application, select the **'Is application complete?'** checkbox and press **'Save'**;
6. Your application status will change to **'application submitted'** and you will receive a notification email to the nominated email address.
7. You will receive a confirmation email when your application has been successfully submitted.

How will I know if my application has been received by Landcare Australia?

Once you have finished your application, select 'yes' for 'is your application complete?' and save your application. Your application status will change to **'application submitted'** and you will receive a notification email to the nominated email address.

Please note an issue with your email firewall might block the confirmation email. Please ensure you check your **spam / junk mail** folder. If you are still unsure whether your application has been submitted successfully, please contact Landcare Australia.

When do I find out if my application was successful?

Successful and unsuccessful applicants will be notified via email within 4-6 weeks of the application period closing. Please ensure that the email address provided on the application is checked regularly.

When can I expect to start and when do I need to have my project completed?

If successful, you can start your project at any time after you have received notification. Grant funds must be spent on the project budget items within **12 months** of receiving funds, even if the project may be ongoing.

How do I report on my grant?

Landcare Australia will email you when it is time to complete your final report. Reporting is undertaken on the Community Grants Portal. Once you have logged in to the Community Portal click on the Grant Name (e.g. Yates Creative Gardening Grants). You will be directed to a new screen. You will see a heading Grant Application, and below that the Grant Application Name e.g. GA-000038472. Click on this number.

To create a new grant report click on Create New Grant Report. To edit and update your report, instead of clicking Create New Grant Report; click on the Grant Reporting Name, e.g. GA-00003722. If there is more than one, please select the report name with the highest number. Then click Edit Grant Report.

What do I do if my project is not completed before the final report is due?

Landcare Australia's grants program relies on the generous funding of corporate partners. We rely on your project reporting to fulfil our corporate reporting requirements and pave the way for more funding opportunities in the future.

We understand that occasionally there are delays to your project. Please contact Landcare Australia at the earliest possible date to discuss your project reporting.

Does my group need an ABN to receive a grant?

Yes, however if your group does not have an ABN you can arrange for an affiliated group with an ABN (e.g. local council) to receive the grant funds on your behalf.

Does the grant include GST?

Yes, however not all groups are eligible to receive GST. Check whether your group is eligible to receive GST here. Independent advice should be sought if you are unsure. Please ensure your budget does not exceed the total grant funding stipulated in the guidelines.

How will I receive funding?

Successful applicants will receive a funding agreement (Letter of Offer) via email to fund the project as proposed in their original proposal. Funding will be transferred to the applicant's nominated bank account on receipt of the signed acceptance of the offer.

Please note if you are a New South Wales school you will receive your funding through the NSW Government Schools SAP program. You will need to create a sales order through EDConnect using the customer number 8006387 (Landcare Australia), EDConnect will then send Landcare Australia an invoice for processing.

For large projects funding may be paid in increments. This will be detailed in the funding agreement (Letter of Offer) e.g. initial payment of 80% with the remaining 20% paid on submission of the final report.

What do I need to include in my budget?

Before working on your budget, please consider the following:

- The guidelines provide a list of items that will and will not be funded by the grant;
- Cost estimates should be credible and realistic;
- Each item has to be specific, avoid using terms such as 'Miscellaneous' or 'other activities';
- For each item, include a short description and provide details of calculations used to arrive at the amount budgeted;
- Inflated budgets will damage the credibility of the proposal.

Filling in your budget table:

- In the Item Description column, list the resources required to carry out the project;
- Funding Requested – Column A, enter the price of the items to be funded. Please note – total funding requested must not exceed the total amount of the grant (ex GST);
- In-Kind Contributions – Column B, enter the price of the items that are being funding by external sources, if any.

What should I put in the in-kind support question in the budget?

In-kind support is what you are putting into the program, for example you may materials or time contributed your local council, a garden bed and plants donated to the project by other sponsors, or you may have a parent or volunteer install equipment of donate their time.

It shows us what is being contributed to the project outside of the requested funding, and covers items that cannot be funded through this grant.

How do I connect with local Landcare or community groups?

If you would like to connect with your local Landcare or other community environmental 'care' groups please visit the National Landcare Directory. If you are having trouble connecting with or locating your local group please contact Landcare Australia for assistance.

Who decides which projects get funding?

Landcare Australia is committed to ensuring that the assessment process or the selection of projects is fair and transparent. The following assessment process will be undertaken:

- Stage 1: Landcare Australia will conduct an eligibility check. Applications that are incomplete or are not eligible will be considered for assessment;
- Stage 2: Initial assessments will be undertaken by the Landcare Australia Grants Team. Applications will be assessed against the criteria set out in the guidelines;
- Stage 3: A shortlist will be provided to Landcare Australia's partnerships managers and the corporate partner for review;
- Stage 4: Successful and unsuccessful applicants notified by email.

If you still have questions or require any further information after reading our FAQs, you can email grants@landcareaustralia.com.au.