



Mosman Environmental Foundation

Grant Application Guidelines

The Mosman Environmental Foundation invites grant applications for projects in the Mosman Local Government Area. The purpose of our grants is to assist in the protection and enhancement of our local environment, native species, habitats, and landscapes.

We are particularly interested in the following areas:

- Improving the environment and nature in the Mosman area for the enjoyment of all, to foster and encourage the appreciation of nature.
- Education and increasing the environmental awareness and knowledge of the local population and future generations.
- Scientific research with tangible conservation outcomes and on-ground works to conserve Mosman's threatened species and habitats.
- Protection, restoration, rehabilitation and revegetation of environmental habitats in the Mosman area to ensure their ability to sustain native species and increase its amenity for the local community.

Applications seeking up to \$10,000 that show value for money and include co-contributions will be given preference. In some instances part-funding may be offered.

Projects requiring more than \$10,000 may be eligible. Please feel free to contact us to discuss your project prior to completing the form, ideally well before the closing date for applications.

Who is Eligible to Apply?

We consider proposals for funding from:

Individuals

Companies

Schools

Not for profit & for profit organisations

Application Timelines

	First Round	Second Round
Applications Open	1 January	1 June
Applications Close	28 February	30 July
Assessment	March	August
Notification of outcome	31 March	31 August
Contract and First payment	April	September
Second Payment	Half way through Project	Half way through Project
Final Payment	On submission of evaluation at end of Project	On submission of evaluation at end of Project

Applications for grants need to be made by emailing your application to office@mef.org.au. Early submission of applications is strongly encouraged to assist pre-assessment and ensure that support can be provided if needed.

What to Cover in your Application

Project Description

Your description should be specific and concise. It needs enough factual detail to outline everything from the design of the project, any partners involved, and the impact on the local environment and community

Needs Analysis

This should cover the issue that is being addressed by the project, along with evidence of the issue and any background research. This should persuade The Board of why this project is a priority

Aims and Objectives

The objectives should be measurable over time and must link to the issue being addressed.

Deliverables and Outcomes

The deliverables must link to both the objectives of the project and the grant criteria. Any potential risks should also be addressed.

Budgets and Management

A clear, well established budget must be laid out, with costs for each element specified.

Details will be required covering who is managing the project, how, and which stages might need intervention. We need to be convinced that the project is in good hands, and will not run into trouble part way through. Please also provide any co-contribution you may be providing.

Evaluation

How will you evaluate the success of the project, and are there plans to communicate this to a wider audience?

Information around data collected, measures of success and deliverables are important parts of completing the project.

Applicants will also need to supply the following information:

- Identify if the applicant is an individual, group or organisation
- Evidence of current insurance status - public liability and/or professional indemnity
- Bank account details including BSB, branch & account details (if successful)
- Physical and postal addresses

Evaluation Criteria

Your application should provide information on how your project will:

- Demonstrate tangible outcomes to an identified need or problem
- Create opportunities for community involvement and participation
- Create awareness in the community through media, education, displays etc
- Have benefits that extend beyond the life of the project i.e. provide ongoing benefits rather than one-off events, and not require ongoing support for lengthy periods
- Provide value for money
- Provide demonstrable expertise and experience in project management and implementation
- Include project monitoring and evaluation
- Have activities, a budget and timeline that are realistic in scope

Selection process

Grant applications are assessed by the Mosman Environmental Foundation's Board.

Note: Not all projects will be funded. Part funding may be provided for some projects that are assessed and recommended for funding through this round.

Release of funds & reporting

Progress reports are required to be completed throughout the project. These will be identified in the contract. The success of the project will be evaluated by the final project report and assessment by the Board.

Reporting schedule should generally be as follows:

- Milestone 1: signing of contract and provision of invoice one month after successful notification
- Milestone 2: communication milestone and financial report outlining co-contribution for project at the halfway mark
- Milestone 3: completion of final report & acquittal form at completion.

An indicative payment schedule would be:

- Payment 1: 50% of grant upon selection
- Payment 2: 40% of grant at halfway point
- Payment 3: 10% of grant upon completion of final report