



www.sustainingourtowns.org.au

Community and Regional Development Program

Local Sustainability Project Expression of Interest Guidelines & Forms

A. BACKGROUND

Summary

Sustaining Our Towns is an exciting three year project for our region - South-Eastern NSW. As part of our community and regional development program, the project is seeking to support the establishment or development of local community-based sustainability projects. The aim is to support and progress innovative and integrated sustainability projects that will help to engage local communities in sustainability awareness and action. This document provides a guide to the types of local projects we are seeking to support, and the process for selecting and implementing them.

Project Partners

The *Sustaining our Towns* project is funded by the NSW Government through its Environmental Trust. The project is co-ordinated by SERRROC in partnership with Clean Energy for Eternity, the Southern Rivers Catchment Management Authority and the thirteen SERRROC Councils.

Sustaining our Towns project objectives

The objectives of the *Sustaining our Towns* project are to:

- reduce the ecological footprints of participating SERRROC region households and increase their capacity to become champions for sustainability within their communities
- reduce the ecological footprints of participating SERRROC region businesses and increase their capacity to become champions for sustainability within their towns
- foster a community and regional approach to sustainability to enhance project outcomes and facilitate structural change towards sustainability across the region

Project programs

To work towards these objectives and targets, the project is implementing three inter-related programs:

- a 'sustainable homes' program which will provide home owners with home and garden sustainability reviews and advice, as well as run sustainable living workshops
- a 'sustainable business' program which will provide businesses with tailored business reviews and advice, as well as run 'green skills' training for businesses, tradespeople and Councils
- a 'community and regional development program' which will support and develop a number of local sustainability projects throughout the project region to complement our home and business programs and more broadly engage the community, as well as a regional sustainability forum

Sustaining our Towns project targets

By implementing these activities, the *Sustaining our Towns* project is seeking to achieve measurable changes related to a number of environmental factors such as energy use and greenhouse gas emissions, water use, waste minimisation, and urban biodiversity in both homes and businesses across the region. We are also seeking to build greater understanding, awareness and action around sustainability within the general community.

From a social perspective we aim to develop relationships and networks around sustainability both locally and regionally. We also aim to support businesses and Councils in the project region to meet a growing demand for sustainable products and services and thereby expand the regional 'green economy'.

B. LOCAL SUSTAINABILITY PROJECT GUIDELINES

Support for local projects

The *Sustaining our Towns* project is seeking to support the development and implementation of a number of local sustainability projects that contribute to community and regional sustainability in the 13 Council areas the project covers including:

- Bega Valley Shire Council
- Bombala Shire Council
- Boorowa Shire Council
- Cooma-Monaro Shire Council
- Eurobodalla Shire Council
- Goulburn-Mulwaree Council
- Harden Shire Council
- Palerang Council
- Queanbeyan City Council
- Snowy River Shire Council
- Upper Lachlan Shire Council
- Yass Valley Council
- Young Shire Council

How much money is allocated to support local projects?

The project has up to \$10,000 allocated per Council area above to support local sustainability project/s. The \$10,000 is GST exclusive. These funds could be used to support a single local sustainability project in each LGA or more than one project in each LGA (up to a total value of \$10,000), although our preference would be to select and work with one project per Council area.

This is not a grants program as *Sustaining our Towns* cannot 'devolve' funds to other organisations. We are looking to identify and select projects that can be supported and developed by the project in partnership with relevant community organisations and Councils. After written agreement on a project to be supported (which would include agreement over a simple project plan and budget) all purchasing would be undertaken by and through the Sustaining our Towns project in conjunction with local project representatives. The ability of local projects to match or leverage the \$10,000 would be highly regarded, as would the provision of other in-kind support. Supported projects must be completed by 31 January 2012.

Eligibility for support

We are seeking to support projects developed and implemented by community organisations including community groups, incorporated associations (community or industry associations incorporated under the Associations Incorporation Act 1984), cooperatives and Councils. Partnerships between multiple community organisations and Councils for the purposes of delivery of the project will be highly regarded. Projects developed and implemented by individuals, industry joint ventures and profit-distributing corporations will not be considered.

Types of projects we are seeking to support

We are looking to support projects that:

- Complement our home and business programs with a focus on engaging the broader community over 'urban' sustainability issues i.e. on sustainability issues related to the way people live and work in their homes and communities
- Result in a variety of integrated urban sustainability outcomes being achieved (eg. energy and water savings)
- Take an existing successful / innovative project model and implement it in a community OR create an innovative project model that could be replicated by other communities in the future
- Are existing community projects that we could help to grow or develop further OR are new projects that we could help to plan and establish
- Have (or will be able to develop) a high level of support from a broad range of community organisations or individuals
- Demonstrate partnership between and with range of community organisations (including ones not traditionally involved in 'sustainability' matters) and Councils
- Are able to complement money available from SOT with other funds or in-kind support
- Are not able to easily access support through most existing 'environmental' funding streams
- Respond to sustainability priorities raised in the project's initial meetings with communities across the region (see our website for transcripts of these meetings
<http://www.sustainingourtowns.org.au/local-projects/>)

An example of a suitable project

The *Sustaining our Towns* project team held initial meetings with communities across the region from March to July 2010. One of the purposes of these meetings was to scope out community sustainability priorities and potential local projects that could be supported by *Sustaining our Towns*.

A recurring theme at most meetings was a wish to develop local food production as a key strategy related to potential food security risks. Many meeting participants discussed community gardens as an activity that can be undertaken to help redevelop the skills required to achieve this, both domestically and commercially.

Community garden project initiatives would be compatible with *Sustaining our Towns* project objectives in that they are seeking to develop a deeper understanding of sustainability issues in participants and the broader community. They are usually designed to have a strong educational focus that includes not just the growing of food but sustainable living in general.

In light of this, a sustainable garden initiative may be eligible for support through the *Sustaining our Towns* project. However, it would be our preference to support components of it that would contribute to direct savings of energy, water or waste and/or components that could be used to facilitate educational activities with the community into the future. Examples could include:

- installation of rainwater or grey-water systems for use on gardens
- installation of demonstration alternative energy devices
- use of recycled materials to develop garden beds
- systems to better compost organic materials on site
- assistance with the installation of simple structures designed using sustainability principles to be used as a spaces for sustainability education activities into the future
- supporting educational activities to be conducted within an existing garden site

What types of projects will not be supported

The project cannot support the following types of local projects or activities:

- restoration and rehabilitation of buildings
- retrospective support for activities already undertaken or materials already purchased
- projects that, in the normal course of events, are clearly the core business of Local or State Government authorities and/or the legal responsibility of any person/s or organisation
- continuing administration/operational costs of organisations
- capital equipment purchases
- restoration and rehabilitation activities where a known person or organisation can be held legally responsible for the task
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- reimbursement of salaries of organisational staff who will be supervising or working on the project as part of their usual duties; we would, however, consider hiring casual staff to be employed specifically to work on a selected project if this would deliver the desired outcomes or results

Obligations of successful project participants

Specified representatives of successful local projects will be required to work with *Sustaining our Towns* project staff to:

- get any required approvals prior to starting work
- provide a letter of support from the Council if the project is on their land or land managed by the Council
- notify the *Sustaining our Towns* of any potential Conflict of Interest that would result from being involved in a local project (see below)
- provide proof of insurance to cover any work to be conducted on site, and ensure any risk or occupational health and safety procedures are implemented and adhered to
- document implementation and provide proof on completion of any agreed works
- acknowledge the Project's and the Environmental Trust's support in all promotional material or any public statement about the project

Conflict of interest

Local project participants will be required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to receiving *Sustaining our Towns* support for a local project. This is particularly relevant where:

- the project is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation supported
- members, or relatives of members, of the organisation are being paid as contractors with project funds
- works carried out by the project could create current or future financial or other benefit for members of the organisation or individuals or their relatives.

Privacy

We use any information you supply to us about your local project/s for assessing your Expression of Interest for support. While we do not publicly release your application as a matter of policy, we may be required to do so under the Freedom of Information Act 1989 or other lawful requirement.

C. SELECTION OF LOCAL SUSTAINABILITY PROJECTS

Summary of Local Sustainability Project selection process

The following general process will be used to identify and select local projects to be supported by *Sustaining our Towns*.

1. Circulate Local Sustainability Projects Expression of Interest Guidelines
2. Hold Local Project community meetings from November 2010 to March 2011
3. Receive written applications from prospective projects within 30 days of each community meeting held
4. Assess projects against the criteria in this Guideline document & inform successful projects by writing within 30 days of submission of their Expression of Interest
5. Finalise planning for the project, and implement the as outlined in the plan
6. Complete project by 31 January 2012 & provide documentation of results

Local Project community meetings

Sustaining our Towns will hold community meetings to workshop the local projects from November 2010 to February 2011 in each of the 13 Local Government Areas we cover. At these meetings we will further scope potential local projects to be supported, discuss eligibility against these guidelines, and develop potential project concepts using a workshopping approach.

Written proposals

Subsequent to community meetings we will ask interested community representatives to place Expressions of Interest for support of their local project to *Sustaining our Towns* in writing on the form attached to these Guidelines. The application form is included in the last section of these Guidelines and covers:

- Local Project description
- Project partners, committee and main contact person
- Extent to which proposed project meets criteria for successful projects
- Project implementation plan + sitemap (if required)
- Budget (excl GST)

The closing date for submission of proposals will be 30 days after each community meeting held between November 2010 and March 2011.

Assessment Criteria for Expressions of Interest

Written Expressions of Interest received by the due date will be assessed by a panel comprising members of the project Steering Committee and project team. They will be assessed against the following criteria:

Tangible environmental sustainability benefits
<ul style="list-style-type: none"> • What key 'urban' sustainability issues does the local project address? • Does it respond to local community priorities and needs raised in the project's initial community meetings across the region? • How will the project help to address these 'urban' sustainability issues?
Alignment with SOT objectives
<ul style="list-style-type: none"> • Will the project deliver measurable and integrated energy, water, waste & savings, and improvements to urban biodiversity aligned with <i>Sustaining our Towns</i> project objectives and targets? • How will the project help to build sustainability awareness, understanding and action in the broader community? • What other flow-on effects will the project create for the environment, communities and the local economy?
Demonstrated ability to deliver the project to a high standard
<ul style="list-style-type: none"> • Does the project have a high degree of community support & involvement OR will it be able to gain that support? • Does the project involve a number of partners including organisations not usually associated with sustainability initiatives and the local Council? • At the community meetings about local projects, is there a high level of consensus and support for this project? • Does the project have a core group of 'project representatives' willing and able to work with <i>Sustaining our Towns</i> staff to implement the project by 31 January 2012? • Does the project have an overarching plan and related budget for implementation?
Value for money
<ul style="list-style-type: none"> • Is the budget sufficient to cover the activities proposed? • Are there any matching funds available and/or is in-kind support ideally to a value of at least 50% of the value of support offered by SOT (e.g. community time, materials provided etc)? • Is the project not readily able to be supported through existing current environmental funding sources (e.g. Climate change fund, rebate programs)? • Is the project likely to be sustainable in the long term, including ongoing availability of funds for maintenance? • Is this an existing strong project with momentum that will be further developed by SOT OR an innovative new model that could be initiated with assistance from SOT and replicated by others in future?

Project planning and implementation

Successful projects will be advised in writing within 30 days of the closing date for Expressions of Interest for each location. *Sustaining our Towns* project staff will work with local project representatives to finalise the plan and budget for the local project. Implementation can then commence. Spending on agreed materials and activities will be undertaken by *Sustaining our Towns* project staff in conjunction with relevant local project representatives. Implementation must be completed by 31 January 2012 at the latest, with visual and other documentation provided to verify the successful completion of the project.

Preparing your Expression of Interest

To be eligible for support and consideration, you must use the attached form. Completed Expression of Interest forms must be received within 30 days of each community meeting held in the 13 local government areas making up the *Sustaining our Towns* project region. These will be placed on our website at www.sustainingourtowns.org.au

Email your application to: sot.communities@gmail.com

Post your application to:

Sustaining our Towns

Po Box 1350

BATEMANS BAY NSW 2536.

More information

For more information contact:

Sustaining our Towns	Marie Zuvich
Sustainable Communities Officer	sot.communities@gmail.com (0428) 854 212

D. EXPRESSION OF INTEREST FORM

Please ensure you read the Guidelines before completing this form.

COVER SHEET

Project Title	
Local Government Area	
Lead organisation	
Contact person 1	Name: Group: Position in group: Postal Address: Phone: Email: Fax:
Contact person 2	Name: Group: Position in group: Postal Address: Phone: Email: Fax:
Brief project description (max 250 words)	
<i>Please provide an brief overview description of your project proposal</i>	

TANGIBLE ENVIRONMENTAL BENEFITS

What are the main environmental sustainability issues the project will address? (max 250 words)

Please describe the main sustainability issues your project is responding to

What evidence do you have that these are a priority in your community? (max 250 words)

Please provide any evidence that proves the issues your project is addressing are a priority in your community. Include any issues raised at initial Sustaining our Towns community meetings held from March to July 2010. Transcripts of these meetings can be found on the Sustaining our Towns website at www.sustainingourtowns@gmail.com under the 'local projects' heading.

ALIGNMENT WITH SOT OBJECTIVES

What results do you anticipate your project would deliver and how are they compatible with Sustaining our Towns objectives? Your project should result in at least 3 results listed below. Please insert the results your project will deliver (and ignore or delete any of those listed that are not relevant).

Priority	Activity	Yes/No	Result	Comments
Environmental Savings	Energy savings		KW saved Renewable energy produced Greenhouse gas emission reductions	
	Water savings		Litres saved Litres reused Litres greywater used	
	Waste reduction		Kilograms reduced Kilograms organics diverted / composted Kilograms recycling increased	
	Urban biodiversity improvement		Number of native plants planted Kilograms of weeds removed	
	Food production		Number of plants planted Kilograms of food produced	
	Other			

Community education & engagement	Plan & implement sustainable living workshops		Number of workshops Number & type of participants	
	Plan & implement sustainable business workshops		Number of workshops Number & type of participants	
	Production of awareness raising materials e.g. media release, displays etc.		Type Number Circulation	
	Other			
Other results	Building local networks		Number & type of networks created	
	Local economic development		Number & type of green businesses developed or supported	
	Other			

Describe any education/capacity building activities you plan to undertake as part of your project (max 250 words)

If your project includes education, capacity building or awareness raising activities please provide more information about the activity, the audience and what you hope to achieve.

What promotional activities will be undertaken? (max 250 words)

Describe any promotional activities you may undertake as part of your project

DEMONSTRATED ABILITY TO DELIVER THE PROJECT TO A HIGH STANDARD

Lead project organisation	<i>Name of organisation</i>
List the project's partnering / supporting organisations	<i>Please provide letters of support from supporting organisations if possible</i> <i>Indicate whether Council supports or is involved in the project</i>
Please describe what insurance cover your the lead group has e.g. public liability, workers compensation etc.	
Does the proposed project have an existing overall project plan?	yes /no/under development <i>If yes, please attach it.</i>
Project site address (if there is one)	<i>Please provide a site plan if applicable</i>
Who owns the land?	<i>Please provide the name of the site's land management organisation/land owner.</i>
Do you have the Landowner's approval to undertake this project? .	yes / no <i>Please attach letter of support</i>
Are other approvals likely to be required for the proposed works?	yes /no <i>Please describe</i>
Have the necessary approvals been obtained?	yes/no/pending

Who are the main project team members and what experience do they have implementing projects? (max 250 words)

Previous history/experience of lead and partner organisation representatives implementing projects?

How will you know if the project is successful? (max 250 words)

Describe how your group will evaluate the impact of your on-ground works or capacity building activities. Examples may include photo's, event evaluation surveys, measuring savings from energy or water bills etc.

Project Plan

Describe the activities or works you propose to undertake in conjunction with the Sustaining our Towns project. Support will be available within 30 days of written notification of the success of your Expression of Interest. Projects must be completed before 31 January 2012.

Activity	Results achieved	Who's responsible?	Start date	Finish date
<i>e.g. Install watertanks</i>	<i>Amount of water to be saved</i>	<i>Community Garden Co-ordinator</i>	<i>15 March 2011</i>	<i>31 May 2011</i>
<i>e.g. Build beds on northern perimeter of site</i>		<i>Community Garden Co-ordinator</i>	<i>1 May 2011</i>	<i>31 August 2011</i>
<i>e.g. Plant beds on northern perimeter</i>	<i>Number of plants planted</i>	<i>Community Garden Group working bee</i>	<i>31 August 2011</i>	<i>30 October 2011</i>
<i>e.g. Run organic gardening course</i>	<i>Number of workshops run</i> <i>Number of participants</i>	<i>Adult Education College</i>	<i>1 September 2011</i>	<i>30 November 2011</i>

VALUE FOR MONEY

Project Budget

Please provide an itemised budget for the project, including a total value of support sought from Sustaining our Towns, any cash or in-kind contributions and a total cost estimate for the project (excluding GST). Add extra rows as required. Please contact Marie Zuvich if you require any assistance with development of a budget.

Activity	Description of item <i>Including quantity and cost per unit</i>	Level of support required from SOT (\$ equivalent excl GST)	Additional resources <i>Please provide detail of funding source - \$ or in-kind</i>
Materials (please specify)			
Operating expenses (please specify)			
Casual wages (Please specify)			
Other			
Sub total			

Level of support sought from SOT	\$
Total project budget	\$

Please describe whether this is the implementation of a project approach that has been successfully used before OR whether it is an innovative new approach that could be replicated by others in future? (max 250 words)

Please let us know where your project approach may have been used successfully before. Or if it is a new approach, give us a summary of how you think it may provide a model that others could use in the future?

How does your group propose to maintain the project infrastructure and activities beyond the life of the *Sustaining our Towns* involvement? (max 250 words)?