

COOK SHIRE ENVIRONMENTAL INNOVATION PROGRAM GUIDELINES

This one-off opportunity is provided to eligible local businesses and organisations in Cook Shire, to support investment in innovative and environmentally sustainable projects. Businesses and organisations are invited to submit applications for initiatives that contribute to the protection and improvement of the environment in the Cook Shire. Applicants can apply for up to \$5,000 for eligible costs, co-contributions are not required however are favourable.

Key objectives of this initiative are to provide assistance to eligible applicants by:

- *Encouraging the implementation of strategies that prioritise environmental benefits, including protection and restoration of the natural environment;*
- *Providing opportunities for the purchase of technology and renewable energy infrastructure that reduce carbon emissions;*
- *Promoting sustainable solutions that encourage the development and implementation of projects that address environmental challenges whilst promoting sustainable practice;*
- *Enhancing environmental education and awareness through investment in initiatives that raise awareness about environmental issues;*
- *Fostering collaborative initiatives among diverse stakeholders to maximise impact.*

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| LOGGING YOUR APPLICATION | <p>All submissions must be submitted through the application form on the Cook Shire Council website</p> <ul style="list-style-type: none"> • Submissions will only be accepted within the set rounds. No out-of-round Submissions will be accepted. An extra round may be called at Council’s discretion if budgeted funds are not expended. • Submissions will only be accepted if submitted on the correct form: • Only one application will be accepted from each business or organisation. • The level of assistance available is limited by Council’s approved budgets and its agreed priorities. • No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested. • All Submissions must be signed by a duly elected Office Bearer or Manager with the appropriate delegation. <p>PLEASE NOTE: Late or incomplete Submissions will not be considered.</p> |
| ELIGIBILITY CRITERIA | <p>Eligible Applicants</p> <ul style="list-style-type: none"> • An organisation that: <ul style="list-style-type: none"> ○ has a majority of members or customers based within Cook Shire; and ○ has an Australian Business Number ○ is a properly constituted not-for-profit organisation; or ○ is a properly constituted for-profit organisation (where the intended project will not return a direct profit to the applicant); or ○ is a charitable organisation registered or sanctioned under the Collections Act 1966 |

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| | <p>Ineligible Applicants</p> <ul style="list-style-type: none"> • An organisation, group or individual that has not finalised acquittal requirements for previous Council funding; • An organisation, group or individual that has overdue outstanding debts to Council for rents, rates, fees, etc; (except where an agreement is in place with Council) • A government agency or department of Local, State or Federal government; • A political or discriminatory group or organisation; • A school, university or TAFE college; or • An organisation or group supported by gaming machine income. <p>Costs that will not be funded</p> <ul style="list-style-type: none"> • Ongoing salaries/wages for staff or volunteers; • Qualifications • Recurrent costs associated with day-to-day operations of an organisation or group; • Retrospective funding; • Projects that do not relate to this specific funding round or are not within the boundary of Cook Shire. |
| <p>SELECTION CRITERIA</p> | <p>Submissions must demonstrate:</p> <ul style="list-style-type: none"> • The capacity of the applicant to successfully complete the project; • A balanced, realistic and complete project budget including committed financial contribution by the applicant, either cash or in-kind; • Evidence of effective consultation and partnerships undertaken during the project development; • Proposals should be consistent with Council’s Guiding Values: <ul style="list-style-type: none"> ○ An accessible community ○ Recreational services meet the needs of the community ○ A vibrant and active community ○ Visually appealing and well-presented towns ○ A safe and prepared community ○ Community facilities and services that meet the needs of the community ○ A community that values art, history and culture; • Where applicable, evidence of consultation with Traditional Owners in relation to the Aboriginal Cultural Heritage Act 2003 (QLD) – Duty of Care to take all reasonable and practicable steps to ensure the activity does not harm Aboriginal cultural heritage. <p>Supporting documentation should include:</p> <ol style="list-style-type: none"> 1. Letter of consent from the building owner – (if applicable) 2. A copy of a public liability insurance Certificate of Currency 3. A copy of the applicant's Certificate of Incorporation or ACN/ABN (if applicable); <ul style="list-style-type: none"> • Preference may be given to organisations which currently do not receive any financial assistance from Cook Shire Council. |
| <p>APPLICATION APPROVAL PROCESS</p> | <ul style="list-style-type: none"> • Submissions will be received and collated by the Community, Economy and Innovation Department. • Submissions will be reviewed to determine eligibility. • All eligible and complete submissions will be assessed against the Selection Criteria. • Recommendations from the assessment process will be submitted in a report to Council for final approval. |

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| | <ul style="list-style-type: none"> • All applicants will be informed of the outcome of their submission within ten working days of a decision being made. • Arrangements for successful submissions will be made within 30 working days of approval being given. |
| <p>CONDITIONS OF FUNDING</p> | <p>Successful applicants will be required to:</p> <ul style="list-style-type: none"> • Ensure recognition of Council’s participation. • Obtain all necessary consents and approvals. • Ensure that all attempts to purchase, goods and labour from within Cook Shire are on a competitive basis. • Notify Council in writing of any changes to the approved project that will alter the level of community benefit. • The funded project must be completed by 30 June 2025. • Note that Council’s financial responsibility is limited to the amount of the approved investment. • GST - Organisations that are not registered for GST need to consider that when paying expenses for their funded project, most expenses will incur GST. The approved funding cannot be used to pay the GST component of expenses and this can result in a potential project budget shortfall. As such all organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project. |
| <p>REPORTING REQUIREMENTS</p> | <p>Final Reports are due eight weeks after the project completion date stated on the application.</p> <p>Acquittal requirements include:</p> <ul style="list-style-type: none"> • Proof of completed works – including photographic evidence • Proof of expenditure (e.g. copies of receipts); • Proof of the acknowledgement of Council investment (e.g. Cook Shire Council logo on a website or social media post, newsletter, verbal acknowledgement at launches; or invitations for Councillors to attend functions) |
| <p>HOW AND WHEN WILL I BE NOTIFIED</p> | <p>All applicants will receive acknowledgement of their submission within two weeks of the advertised closing date. Applicants will receive a letter addressing whether their submission is successful or not within eight weeks of the closing date of the program.</p> <p>Successful applicants</p> <ul style="list-style-type: none"> • Will receive an Approval Letter. • The Approval Letter will include terms and conditions of the investment initiative, any special conditions that may have been attached to the initiative and GST information. • Have until 30 June 2025 to complete the project. <p>Council may offer a lower investment amount than requested. Conditions may be placed on the project and proposed outcomes to ensure that the Program’s objectives are met.</p> <p>Unsuccessful applicants</p> <p>An unsuccessful application may not necessarily be due to poor quality, but may be the result of the demand for funds. For feedback on initiative submissions, please refer to the contact number given in your notification letter.</p> |
| <p>FOR FURTHER INFORMATION</p> | <p>Contact: Cook Shire Council Phone: (07) 4082 0500</p> <p>Email: mail@cook.qld.gov.au</p> |