

# GREEN A<sup>LEAF</sup>ELAIDE



## Grassroots Grants 2024-25 Guidelines





Green Adelaide was established on 1 July 2020 under the *Landscape South Australia Act 2019*, following a range of reforms to the natural resources management in South Australia.

Green Adelaide’s region spans 17 metropolitan councils, from Gawler River in the north to Sellicks Beach in the south and about a third of Gulf St Vincent.

Green Adelaide is launching its annual Grassroots Grant Program to support individuals, volunteers and community groups and other bodies to deliver local projects that contribute to improved management of the metropolitan Adelaide environment.

The following document provides the guidelines for applicants to apply for a Green Adelaide Grassroots Grant.



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## Key dates

- Applications open **20 March 2024**
- Applications close **15 May 2024 at 5pm**  
*No late applications will be accepted*
- Assessment period **May - July 2024\***
- Successful applicants announced  
**August/September 2024\***

\*Please note these dates are indicative and they may change.

## How to apply

Applications must be submitted online using SmartyGrants ([greenadelaide-sa.smartygrants.com.au](https://greenadelaide-sa.smartygrants.com.au)).

Projects must be undertaken within the Green Adelaide region. For an interactive map of the Green Adelaide region please **click here**. Note the map is not compatible with Internet Explorer.



## Who can apply?

- an incorporated community group or organisation (or a non-incorporated group with a sponsor)
- an individual, sole trader or partnership
- a non-government organisation
- a school, university or other educational entity (may require a sponsor)
- an incorporated Aboriginal organisation (or a non-incorporated group with a sponsor)

If you are not a legal entity (i.e. not incorporated) you will need to seek sponsorship from a legal entity that is prepared to take responsibility for the legal and financial accountability of the project. The sponsor will receive the funding on your behalf and will be required to provide a final acquittal of project funds. Trusts must register the name of the trustee i.e. John Smith as trustee for John Smith Family Trust.

The applicant's sponsor organisation can apply for administration costs of up to 10%.

### Note

- The project must be predominantly within the Green Adelaide region and undertaken on a not-for-profit basis.
- Local councils are ineligible to apply.
- Applicants can submit more than one application. Successful applications will be determined based on merit selection.
- Successful applicants from previous Grassroots Grants will be eligible to apply, however new applicants may be prioritised.
- Applicants with overdue or outstanding progress or final reports from Grassroots Grants round 1, 2, 3 or 4 will not be funded, unless you have an approved variation.

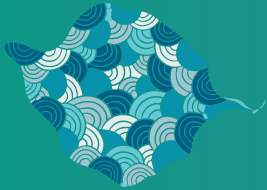


To apply, all projects must contribute to one of the Board's regional priorities and focus areas.

## Priorities

## Focus areas

## Project examples



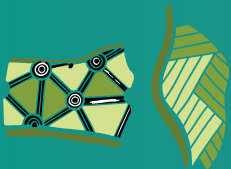
### Coastal management

- Conserving Adelaide's coastline to provide habitat for native plants and animals
- Sand dune and coast rehabilitation
- Educating community about marine biodiversity



### Water resources and wetlands

- Better management of water resources and/or restoration of creeks/wetlands
- Installation of a rain garden
- Rehabilitation of water courses and creeks through removal of weeds and planting
- Removal of non-porous surfaces, replaced with permeable surfaces



### Green streets and flourishing parklands

- Increasing green spaces to create cooler urban areas
- Greening verges, parks and reserves
- Greening roofs, walls and parking lots



### Fauna, flora and ecosystem health in the urban environment

- Creating and protecting habitats for plants and animals to thrive in
- Creating or improving habitat for urban wildlife
- Revegetation to improve biodiversity





## How much can I apply for?

The total value of the Grassroots Grants Program for Green Adelaide in 2024-25 is up to \$1.2m, with grants between \$2,000 and \$200,000 available per application.

The table below describes the information required in your application.

Funding	Mandatory information for application	Extra information to include
\$2,000 to \$50,000	<ul style="list-style-type: none"><li>• Quotes, cost estimates, hourly rates i.e. contractors</li><li>• Landholder permission to undertake project (if applicable)</li><li>• Approvals/permits or evidence that approvals are being sought</li><li>• Letter confirming project sponsorship (if applicable)</li></ul>	<ul style="list-style-type: none"><li>• Photos of project site</li><li>• Map showing where project will be delivered</li><li>• Partnership support letter (if applicable)</li><li>• Plant list - species</li><li>• Site drawing/design for Greening projects</li></ul>
\$50,000-\$200,000	<p>In addition to the above:</p> <ul style="list-style-type: none"><li>• Mandatory Project Brief: plans, images, concept designs, specification etc.</li><li>• Detailed risk assessment</li><li>• Timeline of delivery</li></ul> <p>Note: a higher level of detail is required for larger scale projects</p>	

We encourage applicants with Management Plans in place to apply for multiple years of funding.

*If your project hasn't obtained permits or landholder approvals prior to submission, your application may not be considered.*

Projects requesting funds of up to \$10,000 will be paid 100 per cent upfront, with proof of project completion required within 12 months of grant agreements being signed by both parties.

Funding over \$10,000 may include multiple year projects (e.g. two years); however, funding over this amount will be paid in instalments according to milestones and subject to satisfactory reporting as agreed to by the applicant and the Green Adelaide Board.






**Projects must commence on signing of the grant agreement.**









# What types of activities will be considered for a grant?

Grants are available for a variety of activities which contribute to the priorities and focus areas of the Regional Landscape Plan (see page 3). The types of activities that will be considered for a grant are outlined below. Each activity requires specific output targets to be completed when applying: these are targets you are planning to achieve, e.g. 10 events, 2 hectares of weed control, 200 plants planted. You do not have to include every type of activity in your project. Only make clear which ones apply to your project.

Type of activity	Examples	Outputs to be included
 <b>Greening</b>	<ul style="list-style-type: none"> <li>• Verge plantings</li> <li>• Planting in parks</li> <li>• Planting around sporting facilities</li> <li>• Advanced trees - if for instant cooling benefits</li> </ul> <p><i>Note: Greening includes improving or creating green areas in parks, verges, streetscapes and other urban areas that benefit people and nature.</i></p>	<ul style="list-style-type: none"> <li>• Total area to be greened (m<sup>2</sup>)</li> <li>• Number of plants planted</li> </ul>
 <b>Revegetation</b>	<ul style="list-style-type: none"> <li>• Tubestock planting</li> <li>• Mulching</li> <li>• Plant guards</li> <li>• Supplementary watering</li> </ul> <p><i>Note: revegetation includes the restoration of native habitat primarily for conservation purposes.</i></p>	<ul style="list-style-type: none"> <li>• Total area revegetated (ha)</li> <li>• Number of plants planted (tubestock)</li> </ul>
 <b>Seed collection and propagation</b>	<ul style="list-style-type: none"> <li>• Collecting seeds/cuttings</li> <li>• Propagating seeds/cuttings</li> </ul>	<ul style="list-style-type: none"> <li>• Number of plants propagated</li> <li>• Number of species collected/propagated</li> </ul>
 <b>Site preparation</b>	<ul style="list-style-type: none"> <li>• Ripping ground before planting</li> <li>• Earthworks</li> <li>• Removal of hard surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Area (m<sup>2</sup>) of site preparation</li> </ul>
 <b>Habitat creation/enhancement</b>	<ul style="list-style-type: none"> <li>• Installation of nesting boxes</li> <li>• Installation of bee hotels</li> </ul>	<ul style="list-style-type: none"> <li>• Number of structures installed</li> </ul>



Type of activity	Examples	Outputs to be included
 <b>Controlling pest plants and animals</b>	<ul style="list-style-type: none"> <li>• Weed control by contractor</li> <li>• Spraying of weeds</li> <li>• Fox control</li> </ul>	<ul style="list-style-type: none"> <li>• Total area controlled (ha)</li> </ul>
 <b>Controlling access</b>	<ul style="list-style-type: none"> <li>• Fencing to prevent access to sensitive habitats</li> </ul> <p><i>Note: property boundary fencing is not an eligible activity and must be for environmental protection</i></p>	<ul style="list-style-type: none"> <li>• Length of fencing (m)</li> <li>• Area protected by fencing (ha)</li> </ul>
 <b>Aboriginal engagement</b>	<ul style="list-style-type: none"> <li>• Workshop/field day</li> <li>• Cultural awareness training must be co-funded by the applicant</li> <li>• Cultural burns</li> <li>• Consultation on the project with Traditional Owners</li> </ul> <p><i>Note: This type of activity is about involving Traditional Owners and Aboriginal organisations.</i></p>	<ul style="list-style-type: none"> <li>• Number of events/cultural burns</li> <li>• Number of attendee</li> </ul>
 <b>Community engagement</b>	<ul style="list-style-type: none"> <li>• Conference/seminar presentation</li> <li>• Workshop/field day</li> </ul>	<ul style="list-style-type: none"> <li>• Number of events/activities</li> <li>• Number of attendees</li> </ul>
 <b>Surveys</b>	<ul style="list-style-type: none"> <li>• Fauna survey</li> <li>• Flora survey</li> <li>• Water quality survey</li> </ul>	<ul style="list-style-type: none"> <li>• Number of fauna surveys conducted</li> <li>• Number of flora surveys conducted</li> <li>• Number of water quality surveys conducted</li> </ul>
 <b>Communication materials</b>	<ul style="list-style-type: none"> <li>• Newsletter</li> <li>• Reports</li> <li>• Signage</li> <li>• Online materials</li> <li>• App development</li> <li>• Social media posts</li> <li>• Educational</li> </ul>	<ul style="list-style-type: none"> <li>• Number of educational/promotional materials</li> </ul>

## Note

If you are unsure about the eligibility of your proposed project or activities, please email: **DEW.GreenAdelaideGGP@sa.gov.au** or phone 7424 5760.

# Limits on grant activities

## Grassroots Grants cannot be used for:

- activities that are causing or likely to cause environmental damage, either directly or indirectly
- administration and finance costs (unless paid to sponsor organisations)
- preparation of the grant application and grant reporting
- sponsorship administration costs are only available to applicants which aren't incorporated or a legal entity who use a sponsor
- purchase of assets that could be considered for personal use
- purchase of assets that could be obtained by other means i.e. hire, loan etc.
- retrospective funding of activities: projects cannot start until a grant agreement has been signed by all parties
- existing debts or shortfalls
- marketing and promotion of the organisation or existing services (unless directly associated with the project and educational in nature)
- projects that have been funded through another source
- activities that are unlawful

## Additional considerations

- project management costs are only available for the delivery of the project and will be considered on a case by case basis. Budget, FTE amount and hourly rate must specified.
- funding for advanced trees will be considered for 'high use' areas or for instant cooling benefits.
- funding requests related to 'training' must be co-funded (50%) by the applicant.
- if undertaking activities which are considered the land manager's statutory responsibilities under the *Landscape South Australia Act 2019*, matching land manager cash and/or in-kind contribution is required.

- if undertaking a verge revegetation project you must work on multiple sites to increase community benefit/involvement.
- research projects must demonstrate how delivery of the outcomes associated with the research project will be implemented, i.e. include on-ground works.
- Irrigation will only be funded if it directly relates to 'new' plantings associated with this grant

## Note

*This list is not exhaustive.*

Only expenditure incurred by the funding recipient or sponsor, directly attributable to the approved project, will be considered eligible expenditure.

Green Adelaide staff may work with applicants to refine project design, partnerships, scope and scale before entering into a grant agreement.

## Ineligible activities

*Please see FAQs for more detailed list.*

- components of projects that have no environmental or educational benefit such as retaining walls, shelters etc.
- infrastructure e.g. pergola, shed, bird cages/chicken coops
- vegetable gardens – not including bush tucker gardens
- nature play equipment/assets, such as playground equipment, mud kitchens, murals
- property boundary fencing





## How will grants be assessed?

Applications will be assessed by a panel of Green Adelaide staff and the Board, with final funding decisions made by the Green Adelaide Board or its delegate.

Priority will be given to projects that:

- Clearly identify project activities which are realistic and achievable
- Detail how they will specifically contribute to achieving the Green Adelaide Regional Landscape Plan priorities
- Demonstrate how the project outcomes and outputs will be supported and maintained into the future
- Provide a high level of public benefit and supports the local community
- Leverage other funding sources or provision of in-kind funding (e.g. fencing funded privately combined with a Grassroots Grant for tube stock, tree guards and weed control)
- Demonstrate the capability and capacity to effectively deliver the project
- Provide a high level of value for money based on the scale and impact of the project
- Include clear timelines, milestones and management of potential risks for the proposed project
- Utilise strategic partnerships and collaborations

All applicants will be formally advised on the outcome of their application in writing. Feedback will be provided to unsuccessful grant applicants upon request.

## Reporting Requirements

Successful applicants will be required to report six-monthly and at the end of the project. The reports must include:

- Photographs and/or videos of activities and outcomes (e.g. before, progress and after photos)
- Contractor report (if applicable)
- Key outputs – e.g. number of plants, species, number of events etc.
- Budget table – filled out with expenditure and attached receipts/invoices

## Conditions of funding

Successful applicants will enter into a grant agreement which may (depending upon the level of the grant) outline:

- Project and grant payment milestones
- Monitoring and reporting requirements
- Data sharing agreement
- Acknowledgement of grant in any media/promotional materials
- Sharing of any media/promotional opportunities
- Process for any project variation and/or extension requests
- Responsibility for public liability insurance
- Any other terms and conditions as deemed appropriate

## Unspent funds

Any unspent grant funds must be returned to the Green Adelaide Board in accordance with the grant agreement.



# Contacts

For general enquiries on the guidelines or application email [DEW.GreenAdelaideGGP@sa.gov.au](mailto:DEW.GreenAdelaideGGP@sa.gov.au) or phone 7424 5760.  
For advice or help with specific project ideas, please contact:

Project Area	Green Adelaide staff	Phone	Email
Coastal management	Matt Endacott (central)	0417 081 695	<a href="mailto:mendacott@holdfast.sa.gov.au">mendacott@holdfast.sa.gov.au</a>
	Corey Jackson (south)	0438 846 488	<a href="mailto:coreyjackson@yankalilla.sa.gov.au">coreyjackson@yankalilla.sa.gov.au</a>
	Danny Millbanks (Northern)	0400 927 945	<a href="mailto:dmillbanks@apc.sa.gov.au">dmillbanks@apc.sa.gov.au</a>
Water resources and wetlands	Helen Braithwaite	0427 575 311	<a href="mailto:helen.braithwaite@sa.gov.au">helen.braithwaite@sa.gov.au</a>
Green streets and flourishing parklands	Jeremy Gramp	0407 002 437	<a href="mailto:jeremy.gramp@onkaparinga.sa.gov.au">jeremy.gramp@onkaparinga.sa.gov.au</a>
Fauna, flora and ecosystem health in the urban environment	Jack Casley-Smith	0407 608 554	<a href="mailto:jack.casley-smith@sa.gov.au">jack.casley-smith@sa.gov.au</a>
	Pip Robinson	0448 984 561	<a href="mailto:pip.robinson@sa.gov.au">pip.robinson@sa.gov.au</a>
Pest plant and animal contact	Pip Robinson	0448 984 561	<a href="mailto:pip.robinson@sa.gov.au">pip.robinson@sa.gov.au</a>
	Monica Seiler	0418 841 615	<a href="mailto:monica.seiler@sa.gov.au">monica.seiler@sa.gov.au</a>
	Henry Rutherford	0459 950 466	<a href="mailto:henry.rutherford@sa.gov.au">henry.rutherford@sa.gov.au</a>
School activities	Sophie Rogers	0466 819 551	<a href="mailto:sophie.rogers@onkaparinga.sa.gov.au">sophie.rogers@onkaparinga.sa.gov.au</a>
	Melissa Steele	0403 150 980	<a href="mailto:msteele@salisbury.sa.gov.au">msteele@salisbury.sa.gov.au</a>
	Alexandra Lea	0416 687 919	<a href="mailto:alexandra.lea@onkaparinga.sa.gov.au">alexandra.lea@onkaparinga.sa.gov.au</a>



**For further information:**

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**#GreenAdelaide**



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