



2024 Grant Application Guidelines

The **Mosman Environmental Foundation (MEF)** is dedicated to preserving and enhancing the natural environment of the Mosman area. MEF supports projects that protect local ecosystems, promote environmental education, and foster sustainable practices.

Community Bank Mosman (CBM), as part of the Bendigo Bank network, is committed to reinvesting profits back into the local community to support initiatives that create positive social and environmental impact.

Together, MEF and CBM are working to empower individuals, schools, and organisations to undertake projects that contribute to the environmental well-being of the Mosman Local Government Area.

Purpose:

MEF and CBM invite grant applications for projects aimed at protecting and enhancing the natural environment of the Mosman Local Government Area (LGA). Our grants support initiatives that improve local habitats, increase environmental awareness, and contribute to the sustainable conservation of native species and landscapes.

Focus Areas:

We are particularly interested in projects that address the following areas:

1. Environmental Enhancement:

- Projects that improve the quality and well-being of soil, flora, fauna, air, and water in the Mosman area.
- Initiatives that enhance public spaces and natural habitats for the enjoyment and well-being of the community.

2. Education and Awareness:

- Programs that increase environmental knowledge and awareness among the local population, with a focus on engaging future generations.

3. Scientific Research and Conservation:

- Research projects with tangible conservation outcomes that support the protection and rehabilitation of threatened species and habitats in the Mosman area.

4. Habitat Protection and Restoration:

- Activities focused on the restoration, rehabilitation, and revegetation of local ecosystems to sustain native species and increase the area's environmental amenity for the community.

Grant Amounts:

- Applicants may seek up to \$10,000, and should demonstrate value for money and include any co-contributions.

Who Can Apply:

We welcome applications from:

- Individuals
- Schools
- Not-for-profit, and for-profit organisations
- Community groups

Application Timeline:

Event	Date
Applications Open	1 November 2024
Applications Close	Mon 16 December 2024
Shortlisting / interviews	Last 2 weeks January 2025
Notification of Outcome	Early February 2025
Contract and First Payment	February 2025
Final Payment	On Project Completion, or as agreed

How to Apply:

Email your completed application to office@mef.org.au. Early submissions are encouraged to allow for pre-assessment and additional support if needed.

Application Requirements:

1. Project Description:

- Provide a clear, concise description of your project, including its goals, activities, and expected impact on the local environment and community.

1. Needs Analysis:

- Outline the issue your project addresses, supported by background research and evidence. This section should justify why your project is a priority for the Mosman area.

2. Aims and Objectives:

- State the measurable objectives of your project, clearly linking them to the identified issue.

3. Deliverables and Outcomes:

- Describe the expected deliverables and outcomes. Address any potential risks and how they will be managed.

4. Budget and Management:

- Provide a detailed budget, itemising costs for each component of the project. Include any co-contributions and specify how the project will be managed to ensure successful delivery.

5. Evaluation:

- Explain how the project's success will be measured and reported. Include plans for data collection, performance metrics, and how the findings will be communicated to the community.

Supporting Documentation:

- Evidence of current insurance status (public liability and/or professional indemnity).
- Bank account details (BSB and account number).
- Physical and postal addresses of the applicant.

Evaluation Criteria:

Applications will be assessed based on the following criteria:

- **Tangible Outcomes:** The project must address a clearly identified need or problem with measurable benefits.
- **Community Involvement:** Projects that foster community participation and engagement will be prioritised.
- **Sustainability:** Proposals should outline benefits that extend beyond the project's life and not require ongoing support.
- **Value for Money:** Demonstrate cost-effectiveness and efficient use of resources.
- **Project Management:** Proven expertise in managing and implementing projects successfully.
- **Monitoring and Evaluation:** Clear plans for monitoring progress and evaluating the project's impact.

Selection Process:

Grant applications are reviewed by the boards of the Mosman Environmental Foundation and Bendigo Community Bank Mosman. Not all applications will be funded, and partial funding may be offered.

Reporting and Funding Schedule:

Progress reports are required at specified milestones throughout the project. Funding is released in three stages:

- **Payment 1:** 50% upon selection and contract signing.
- **Payment 2:** 40% at the halfway point, with submission of a financial and progress report.
- **Payment 3:** 10% upon completion of the final report and acquittal form.

Contact Us:

For any inquiries or to discuss your project before applying, please contact us at office@mef.org.au.