



Healthy Waterways Community Grants Program Guidelines 2026



Acknowledgment to Country

Yuma

Dhawura Nguna Dhawura Ngunnawal

Yanggu ngalawiri dhunimanyin Ngunnawalwari dhawurawari

Nginggada Dindi yindumaralidjinyin

Dhawura Ngunnawal yindumaralidjinyin

Hello,

This is Ngunnawal Country

Today we are meeting on Ngunnawal country

We always respect Elders, male and female

We always respect Ngunnawal Country

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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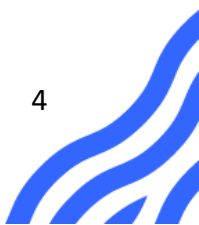
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About the Program

Healthy Waterways Community Grants Program

The Healthy Waterways Community Grants Program supports community-led initiatives that encourage better leaf litter management and reduce the amount of phosphorus entering urban waterways. The program recognises the important role that community action can play in protecting Canberra's lakes, ponds, wetlands and creeks from nutrient pollution.

Canberra's trees are a defining feature of the city, and their fallen leaves can be a valuable natural resource when retained in nature reserves, urban forests, garden beds, or reused through composting and mulching. However, leaf litter from both deciduous and native trees that accumulates on nature strips and hard surfaces like driveways, footpaths, gutters and roads can contribute to nutrient pollution in waterways. When leaves become wet, they release nutrients, particularly phosphorus, into rainwater and stormwater runoff. Where water drains from hard surfaces into the stormwater network rather than soaking into the ground, these nutrients can be carried into streams, wetlands, lakes, rivers and ponds. The additional nutrients can contribute to blue-green algal blooms, reduced water quality and degradation of aquatic ecosystems. Managing leaf litter before nutrients enter the stormwater network can therefore make a meaningful contribution to healthier urban waterways.

Through this grant program, residents, schools, community organisations, artists, educators and local groups can take practical action to prevent nutrients from leaf litter entering stormwater drains and waterways and encourage others to do the same. By supporting locally driven projects, the program promotes environmental stewardship, builds community capacity, encourages the beneficial reuse of leaf litter, and delivers tangible benefits for urban waterway health.

Community action can be motivated by many different goals. Some projects may focus on protecting waterways and the environment, while others may be designed around reusing leaf litter as a valuable resource, creating tidier and more attractive streets, fostering neighbourhood pride, strengthening community connection, supporting volunteering, providing education, or other local priorities. The program does not prescribe how projects should motivate participation. What matters is that projects encourage improved leaf litter management and contribute to the program's objectives.

The program places particular emphasis on projects that move beyond awareness raising alone and actively support people to adopt and maintain positive behaviours. Applicants are encouraged to consider how their projects will make leaf litter management more visible, convenient, rewarding and socially supported within the community.

By supporting community leadership, innovation and collaboration, the program seeks to build long-term stewardship of urban waterways and environments, while developing practical, repeatable approaches that communities across Canberra can adopt.

Program objectives

The long-term objective of the grants program is to improve urban water quality by reducing the amount of phosphorus entering waterways from leaf litter from both deciduous and native trees. Funded projects will

encourage practices that prevent nutrients from leaf litter entering stormwater drains and waterways, promote the reuse of leaf litter, strengthen community stewardship of urban spaces and enhance improve water quality and urban amenity in the ACT.

Program Priorities

Priority will be given to projects that:

- Encourage **active** community participation, collective action and/or local stewardship in relation to leaf litter collection from nature strips and/or hard surfaces, helping reduce nutrient pollution in our waterways.
- Support lasting **behaviour change**, rather than awareness raising alone in relation to leaf litter management and beneficial reuse of leaf litter, by using evidence-informed approaches such as (but not limited to):
 - Making positive leaf litter management practices, including its reuse, **visible** within the community to help change social norms;
 - Making desired behaviours **easier**, more **convenient** or more **rewarding**;
 - Providing **timely reminders** during periods of peak leaf fall; or
 - Using **creative or artistic** approaches that influence community values, social norms or everyday practices related to leaf litter management.
- Trial **innovative** approaches, ideally that could be replicated elsewhere.
- Deliver **enduring** benefits beyond the funding period.

Geographic location

Projects across the ACT are eligible and encouraged; however, those located within the Lake Tuggeranong catchment may be prioritised, as Lake Tuggeranong experiences the most significant impacts from blue-green algal blooms in the ACT. Projects in this catchment therefore have the potential to deliver particularly significant water quality benefits.

The ACT Government has developed a [10-year catchment plan](#) to improve water quality in Lake Tuggeranong by reducing the nutrient pollution that contributes to blue-green algal blooms. Achieving this goal will require collaboration between government, community organisations, businesses and residents. Community participation and stewardship will play an important role in achieving these outcomes.

Grant coordinator

The Grant Coordinator is responsible for the coordination and administration of the Community grant program. They are your first point of contact for any questions about the program or the application process. You can contact them via email at healthywaterways@act.gov.au. Please allow sufficient time for a response, particularly close to the application closing date.

Funding available

A total funding pool of \$120,000 (excluding GST) is available in 2026-27.

Grants available are from \$2,000-\$30,000 under two streams, as described below.

Stream 1: Community Action Grants (\$2,000-\$10,000)

Purpose: Support community groups, schools, volunteer organisations, individuals and small organisations to deliver local projects that encourage improved leaf litter management

Stream 2: Impact Grants (\$10,001-\$30,000)

Purpose: Support larger-scale projects that can demonstrate broader community reach, strong behaviour-change outcomes and environmental benefits.

Applications across the full funding range are encouraged, from small community-led projects to larger initiatives. The program expects to fund a mix of project sizes.

Applications will be assessed relative to the size and complexity of the grant being sought. Applicants seeking larger grants will be expected to demonstrate proportionately greater project scale, planning, community reach, monitoring and evaluation, and organisational capability. Smaller grant applicants will be assessed primarily on the strength of their idea, community benefit, feasibility and likelihood of achieving meaningful local outcomes.

Briefing session and Behavioural Insights workshop

To support prospective applicants, the ACT Government will offer a Grant Briefing Session and a Behavioural Insights Workshop on two separate occasions. Applicants are welcome to [register for the session/s](#) that best suits their availability.

Attendance is encouraged but is not required to submit an application. Participation in either session does not commit an individual or organisation to applying for funding.

Applicants may choose to attend:

- The Grant Briefing Session only;
- The Behavioural Insights Training Workshop only; or
- Both sessions.

Grant Briefing Session (Optional)

ACT Government Healthy Waterways staff will provide an overview of the ACT Urban Healthy Waterways Community Grants Program, including:

- Program objectives and priorities;
- Eligibility requirements;
- Assessment criteria;
- Key dates and timelines; and
- The application and assessment process.

Participants will also have the opportunity to ask questions about the grant program and application requirements. Registered participants will receive a recording of the online session if they cannot attend.

Potential applicants (including those who cannot attend the briefing session) are encouraged to email any questions to the Grants Coordinator (healthywaterways@act.gov.au). Questions received at least two days before the online briefing session (see dates below) will be addressed during the briefing session.

Behavioural Insights Training Workshop (Optional)

A practical capacity-building workshop delivered by a behavioural insights consultancy, providing participants with the knowledge, tools and techniques needed to apply behavioural insights and behaviour change principles to environmental projects, community engagement activities and grant-funded initiatives.

The workshop will cover:

- Behaviour change principles and behavioural insights approaches;
- Findings from ACT leaf litter behavioural research;
- Local barriers and opportunities relating to leaf litter management in Canberra;
- Practical tools and techniques for designing effective behaviour change initiatives; and
- Ways to incorporate behavioural insights into project design, community engagement activities and grant applications.

Participants will gain practical skills, knowledge and resources to help strengthen project design, increase community participation, and improve the likelihood of achieving lasting environmental outcomes.

In addition to supporting grant applicants, the workshop offers a valuable professional development opportunity for community organisations, businesses and individuals. Participants will gain free access to specialist behavioural insights expertise and practical behaviour change tools that can be applied across a wide range of environmental, education and community engagement initiatives.

The workshop is intended as a practical training and capacity-building opportunity and is expected to be valuable for organisations and individuals interested in community engagement and behaviour change, regardless of whether they ultimately submit a grant application.

Registered participants will receive a recording of the online session if they cannot attend the workshop.

Please note that the workshop is designed to build participants' understanding of behaviour change and behavioural insights and leaf litter behaviour in the ACT. Consultants will not be able to provide advice or feedback on individual project proposals or the development of specific grant applications.

Important dates

Applications open: 9:00am AEST 26th Oct 2026

Grant briefing session. Two options available:

- In person: 4 November 2026, Wednesday 12:30pm to 1:00 pm
- Online: 5 November 2026, Thursday 5:00pm to 5:30pm

Behavioural insights training workshop. Two options available:

- In person: 4 November 2026, Wednesday 1:00 pm to 3:00 pm
- Online: 5 November 2026, Thursday 5:30 pm to 7:30 pm

Applications close: 5:00pm AEST 23rd November 2026.

Applicants notified of grant outcomes: December 2026 – early January 2027

Project commencement date: After both parties sign the Deed of Grant. The anticipated earliest start date is mid-January 2027, provided there are no delays relating to insurance, approvals, authorisations or licenses.

Payment of grant funding: Grant funding will be paid once all ACT Government approvals have been obtained, the Deed of Grant has been signed by both parties, and the recipient's invoice has been received and processed by the ACT Government.

Project period: Projects must be completed AND acquitted within **12 months** of the date the Deed of Grant is signed by both parties. Time for evaluation and report writing should be factored into the project plan.

Example: If the Deed of Grant is signed in mid-January 2027, all project activities must be completed AND the final acquittal submitted by mid-January 2028.

However, where project activities are completed earlier, acquittal must then be submitted within 30 days.

Example: If the Deed of Grant is signed in mid-January 2027 and all project activities are completed by 15 August 2027, the final acquittal must be submitted by 15 September 2027.

For project acquittal requirements, see 'Acquittal, evaluation and reporting' below.

Where projects can be undertaken

Projects are eligible for funding if they are undertaken in an urban area of the ACT. Applications from all urban areas are encouraged. Projects located in the Lake Tuggeranong catchment may be viewed more favourably, given that Lake Tuggeranong is most affected by blue-green algae, and hence projects in this catchment are expected to have the highest impact. For more information about Lake Tuggeranong see the [Lake Tuggeranong Catchment Plan](#).

Types of projects

The types of projects that the program is expected to fund include, but may not be limited to, activities within one or more of the following categories:

- Community events and volunteer activities
- Community engagement and behaviour-change projects
- Education, training and capacity-building
- Community stewardship and volunteer network building
- Tools (physical or digital), infrastructure, equipment and practical support
- Demonstration projects
- Storytelling, artwork, communications and recognition activities
- Toolkits, resources and other initiatives that can be used or replicated by others

- Other innovative approaches that support the objectives of the program

Stream 1: Community Action Grants (\$2,000-\$10,000)

These are generally expected to be smaller-scale, locally delivered projects where the strength of the idea, community participation and likelihood of achieving meaningful local outcomes may matter more than extensive evaluation or organisational sophistication.

Stream 2: Impact Grants (\$10,001-\$30,000)

These are generally expected to be larger-scale projects with broader reach, stronger behaviour-change design, greater organisational capability, and/or more substantial evaluation, evidence generation or replication potential.

Timing of projects

When planning project start and end dates, you may wish to consider the main street tree species and leaf-fall period/s in your area of activity. Many deciduous species lose their leaves in autumn, some (e.g. oaks) in winter and spring, and eucalyptus trees tend to shed over summer in the hottest and driest periods.

How to use leaves

To learn about the many positive, waterway-friendly ways to manage and make use of leaf litter before designing your project, visit:

- [Managing garden leaves - ACT Government](#)
- [Waterway-friendly gardening - ACT Government](#)
- [The Leaf Collective | Canberra ACT | Facebook](#)

Preparing an application

The following information will help you prepare an application for the Healthy Waterways Community Grants Program.

Eligibility

Applicants must:

- Be a legal entity that is able to enter into a Deed of Grant with the ACT Government (for example, an individual, incorporated association, company, or other eligible organisation), AND
- Have an active ABN, AND
- Have the required insurances, or provide a quote for the required insurances (see 'Insurance');

OR

- Have entered into an auspicing arrangement with an entity that meets the above criteria and is willing to accept legal and financial responsibility for the funded project.

Applicants must not:

- Be a government agency.

- Be a political party registered under the Commonwealth Electoral Act (1918).
- Have previously failed to provide satisfactory acquittal reporting for any previous ACT Government funding.

Additionally, applicants must:

- Undertake the funded project activities in urban areas of the ACT.
- Where required, provide letters of support from the relevant land manager(s) (see 'Approvals, authorisations and licensing').

The following entities may be eligible to apply:

- Incorporated community organisations
- Environmental and Landcare groups
- Residents' associations
- Owners' corporations
- Parents and Citizens associations
- Not-for-profit organisations
- First Nations organisations
- Social enterprises
- Unincorporated groups with appropriate governance arrangements (see 'Unincorporated groups', below)
- Non-government schools (note that Government Schools' Parents and Citizens associations may apply)
- Universities
- Local small and medium-sized businesses
- Individuals/sole traders
- Applicants that have entered into an auspicing arrangement with an entity that meets the conditions described at 'Applying through an auspicing organisation', below.

Not-for-profits and schools

Not-for-profit organisations and other groups must have an incorporated legal structure registered under the Corporations Act 2001 (Commonwealth) (e.g. be an incorporated association, a company limited by guarantee, an indigenous corporation or a non-trading cooperative).

Organisations that are not incorporated may be eligible to apply through an eligible auspicing organisation. ACT Government schools are not eligible applicants. Public School Parents and Citizens Associations may apply where they meet the eligibility requirements of the program. Where a Parents and Citizens Association does not meet the program's insurance requirements, it must apply through an eligible non-government auspicing organisation. ACT Government schools cannot act as auspicing organisations.

Non-government schools can apply directly.

Businesses

Business applicants must be small- to medium-sized enterprises (SMEs) employing less than 200 people and operating within the local ACT or surrounding region. Applicants must have an ABN and maintain

appropriate insurance relevant to the proposed project. Funded activities must deliver a community or environmental benefit and must not result in direct revenue generation for the business.

Unincorporated groups

Unincorporated groups must nominate an individual member of the group who will take full legal and financial responsibility for the grant funding agreement as signatory to the deed of grant. This individual must also have an active ABN and hold appropriate insurance.

If the group does not have a suitable individual who can meet these requirements, the group will need to partner with an auspicing organisation.

Applying through an auspicing organisation

Some applicants may apply through an auspicing organisation.

An auspicing organisation is an eligible organisation that agrees to apply for and manage the grant on behalf of another individual, group or organisation that is unable to apply directly.

The auspicing organisation must:

- Be eligible to apply for funding under this program in its own right:
 - Be a legal entity that is able to enter into a Deed of Grant with the ACT Government (for example, an incorporated association, company, or other eligible organisation), AND
 - Have an active ABN, AND
 - Have the required insurances, or provide a quote for the required insurances (see 'Insurance');
- Enter into the Deed of Grant with the ACT Government; and
- Accept legal and financial responsibility for the project:
 - receive and manage grant funds;
 - accept responsibility for ensuring grant conditions are met; and
 - submit any required reports, acquittals and variation requests.

Applicants seeking to apply through an auspicing organisation must provide a letter from the auspicing organisation confirming its agreement to undertake this role.

ACT Government entities are not eligible applicants and therefore cannot act as auspicing organisations under this program.

For assistance regarding auspicing arrangements, please contact the Grant Coordinator via email at healthywaterways@act.gov.au.

How many times you can apply

- There is no limit to the number of applications an applicant (organisation, business or individual) may submit.
- An applicant will usually only be funded as the lead applicant for one project in each funding round.
- An applicant may participate in any number of applications as a partner organisation or auspicing organisation.

- If an applicant submits multiple applications, each application will be assessed on its merits. However, where more than one application from the same lead applicant is considered fundable, the assessment panel will normally recommend funding only the highest-ranked application.
- In exceptional circumstances, the assessment panel may recommend funding more than one project from the same lead organisation where doing so would best achieve the objectives of the program and sufficient funding is available.

Completing your application form

Applicants must complete the [Healthy Waterways Grants Program online application form in Smarty Grants](#). Complete the form in its entirety and include relevant supporting documents. Submit the application within the lodgement period (see important dates). If you are unable to submit your application electronically, please contact the Grant Coordinator in advance to seek advice on submitting your application within the lodgement period.

Eligible expenses

To be eligible, expenses must:

- Be directly related to the delivery of the funded project.
- Be incurred during the project period specified in the Deed of Grant.

Eligible expenses may include:

- Activities that promote long-term community participation in behaviour change to reduce nutrient runoff from leaf litter, especially from street trees.
- Personal protective equipment (PPE), tools and materials required to deliver grant-funded activities.
- Project administration and oversight costs directly related to managing the funded project, up to a maximum of 10% of the grant amount (see Claiming an administrative or salary cost).
- Salary and staffing costs directly associated with the management and delivery of the funded project during the term of the Funding Agreement. These costs must be clearly justified and itemised (see Claiming an administrative or salary cost).
- Reasonable catering costs for volunteers participating in project-related activities. These costs must be proportionate to the activity and clearly detailed in the application.
- Contractor and consultant fees where specialist expertise is required to deliver the project, and the need for those services is clearly demonstrated.

Ineligible activities and expenses

Funding will not be provided for:

- Projects undertaken outside the ACT.
- Projects or activities that do not align with the program objectives and priorities.
- Projects or activities undertaken on land or property not owned by the applicant, unless evidence is provided demonstrating the landowner's approval and support for the project.

- Retrospective funding, including reimbursement for activities already completed or expenses already incurred.
- Ongoing operational or business expenses, including insurance, utilities, and other routine overhead costs.
- Projects, activities or commitments that extend beyond the approved funding period.
- Existing or ongoing activities, unless the applicant can clearly demonstrate that the proposed work is additional to current activities and directly addresses the priorities outlined in these guidelines.
- Projects that have already received funding from another source, unless it can be clearly demonstrated that the proposed work is additional to the funded activity and directly addresses the priorities outlined in these guidelines.
- Projects proposed by a group or organisation with an overdue acquittal for a project or program funded by the ACT Government, unless otherwise approved in writing by the Grant Superintendent (Director, ACT Healthy Waterways).
- Political activities, campaigns or political advocacy.
- Specific activities that are the responsibility of government or local routine maintenance obligations.
- Fundraising activities.
- Donations.
- Any costs associated with providing alcohol.
- Projects that primarily benefit an individual, private landholder or commercial entity.
- The purchase of major capital equipment that is not essential to project delivery.
- Activities that may result in environmental, social or cultural harm.
- Any costs that are not directly related to delivering the funded project.

This list is not exhaustive. The ACT Government may determine that other activities or expenses are ineligible if they do not directly contribute to project outcomes or are inconsistent with the program outcomes and priorities.

Declaring a conflict-of-interest

Applicants must be transparent about any private interests, relationships or circumstances that may result in an actual, potential or perceived conflict of interest.

Any actual, potential or perceived conflict of interest must be disclosed when submitting an application, or as soon as it becomes apparent during the application or grant period.

As part of the application process, applicants will be required to declare any existing, potential or perceived conflicts of interest. The ACT Government will assess these declarations and, where necessary, work with applicants to ensure any conflicts are appropriately managed.

Disclosure of other government funding

Applicants must disclose any other ACT or Australian Government funding related to their application. The application form will ask whether the activities described in your application have received funding from either government. If a project receives funding from another source, the applicant must show that the

activities for which funding is sought under this program are additional to the other funded work. The budget must clearly identify which activities or project components are funded from each source.

Insurance

Applicants must provide evidence that:

- they have, or their auspicings organisation has, a current public liability insurance policy with \$20 million in cover, OR an appropriate level of current public liability cover for the risk profile of their proposed grant project, OR
- they have obtained a quote from an insurance company for that level of cover for the required insurance, AND
- if their project utilises a volunteer base, they have a current Voluntary Workers Insurance policy or Certificate of Insurance cover.

Applicants may also need additional types of insurance depending on their activities. Applicants that have obtained a quote from an insurance company, and are then successful for funding, are required to then become insured and provide a copy of the insurance policy to the Grant Coordinator before the ACT Government will enter a deed of grant.

Please note that grant funds cannot be used to purchase insurance.

Claiming an administrative or salary cost

Administrative costs are capped at 10% of the grant amount sought. Where an individual or unincorporated group applies through an auspicings organisation, this cap includes all administrative costs incurred by both the applicant and the sponsoring organisation. Data collection activities to evaluate project success are not included in the cap for administrative costs.

Salary and staffing costs may be funded where they are directly related to the core management and delivery of the funded project and are incurred within the term of the Funding Agreement. These costs must be clearly outlined and justified, represent value for money, and contribute directly to the achievement or evaluation of project outcomes.

Applicant contributions

Applicants are encouraged to contribute towards their proposed project through cash and/or in-kind contributions. Volunteer hours can be included as an in-kind contribution, costed at \$50.40 per hour.

Other funding sources

If applicants are seeking or have received funds from other funding sources for related activities, the budget must clearly identify the activities or project components to be funded by other sources.

Applicants registered for GST

Successful applicants must be able to provide an ABN. Funding for all project applications should be applied for as a GST exclusive amount.

Applicants not registered for GST

If the recipient has an ABN but is not registered for GST, the grant will be paid as a GST-exclusive amount based on the budget submitted in the application and agreed to by the assessment panel.

Approvals, authorisations and licensing

Some projects may require approvals, authorisations, permits or licences before project activities can commence. It is the applicant's responsibility to identify and obtain any approvals required for their proposed activities.

Where your application commits another organisation, land manager or landholder to an action, you must provide evidence of their agreement to participate. Applicants are strongly encouraged to contact relevant organisations as early as possible, as approval processes can take time. It is recommended that you allow at least three weeks to obtain any required approvals or authorisations. For advice, please contact the Grant Coordinator.

Land manager approval

Projects undertaken on land that is not owned or managed by the applicant may require support from the relevant land manager or landowner. Events on public land, including events with activities on public parks or nature strips, may require permits and temporary traffic management plans. Information about event permits can be found at [Events on public land - City Services](#). Guidance on approval process for changes to a nature strip are available at [Nature strips - City Services](#).

At the application stage, applicants should provide a letter of support or other evidence that the relevant land manager or landowner is supportive of the proposed project. If the application is successful, any formal approvals required may be required before the ACT Government will enter into a Deed of Grant and before project activities commence. This will depend on the conditions in any letters of support and the perceived risk that they may not be met.

Note that final approvals from Land Managers may take longer than usual over the December-January period.

Table 1 - Land Manager Contact Details

Land Tenure	Land Manager/Owner	Contact Details and requirement
Urban open spaces	City Services – Land Management	To request a letter of support, email CED.CPPMLandManagement@act.gov.au referencing the Healthy Waterways Community Grants Program and highlighting the specific sites and activities that you propose as part of your project, Include a map if possible. Allow 1-2 weeks for your request to be processed. If your project is funded and you are not a registered volunteer group under the Urban Park and Places volunteer program with a relevant works plan, you will need to apply for a permit under the Public Unleased Land Act 2013 to conduct works on Urban Open Spaces: www.cityservices.act.gov.au/public-land/use
Private land	Legal lease holder	Written approval from the legal leaseholder, referencing Healthy Waterways Community Grants Program for the specific sites and activities that you propose as part of your project.

Other approvals and licences

Depending on the nature of the project, additional approvals, authorisations or licences may be required. These may relate to matters such as heritage places, native plants and animals, or activities undertaken in reserves and other protected areas.

[ACTMAPi](#) - is an online mapping tool that provides access to the latest land information in the ACT including bushfire management zones and heritage areas.

Applicants should investigate approval requirements before applying. Where approvals have not yet been obtained, applicants should demonstrate that discussions with the relevant authority have commenced. Successful applicants will be required to provide evidence of all necessary approvals before project activities begin.

Examples of circumstances where additional approvals may be required include:

- Activities on sites of cultural or heritage significance, which may require consultation with ACT Heritage. To check for any heritage requirements at your proposed site, see the [ACTmap Heritage Map](#).
- Activities involving native plants or animals, or activities undertaken in nature reserves, which may require permits or licences under relevant ACT legislation. For information about licensing of projects involving plants and animals, see: [Licensing of plants and animals - ACT Government](#)

Note that final approvals may take longer than usual over the December-January period.

Table 2 – Authorisation and licensing contact details

Issue	Appropriate Body	Contact Details and requirement
Sites of cultural or heritage significance	ACT Heritage	Please email: heritage@act.gov.au referencing the Healthy Waterways Community Grants program and highlighting the specific sites and activities that you propose as part of your project. All works must be guided by and undertaken with respect for cultural values and protocols and the requirements of the ACT Heritage Act 2004.
Involving native plants or animals or activities in Nature Reserves	City and Environment Directorate	If your project involves interacting with native plants and animals, and/ or activities in nature reserves, you will need to comply with the permits and licensing requirements of the ACT Nature Conservation Act 2014. The City and Environment Directorate is responsible for licensing these activities. For more information, go to the website or email NatureConservationRegulation@act.gov.au referencing the Healthy Waterways Community Grants program and providing information about your proposed project.

Work health and safety

Work Health and Safety legislation imposes a duty on employers to protect the health and safety of workers (including volunteers) and people exposed to risks arising from the work being carried out. Through the grant process the successful applicant has the responsibility to address all work health and safety issues arising from their activity. As part of your application, you are required to:

- include a risk assessment,
- identify, assess, and mitigate to the extent possible any relevant issues, and
- identify and document any residual risks and associated controls.

Assessing applications

Applications that meet the eligibility requirements will be assessed by a panel against the merit criteria below. The panel may seek clarification from applicants and may recommend a funding amount that differs from the amount requested where this would better support the objectives of the program. An application that scores below 50% for total merit criteria will not be funded.

Applications will be assessed relative to the grant amount sought. Applicants seeking funding under Stream 2 (\$10,001-\$30,000) will be expected to demonstrate proportionately greater project scale, reach,

planning, monitoring and evaluation, organisational capability, and evidence of impact than applicants seeking funding under Stream 1 (\$2,000-\$10,000). Applications for smaller grants will be assessed primarily on the strength of the idea, feasibility, community benefit and likelihood of achieving meaningful local outcomes.

Merit criteria (both streams)

Criterion	Weighting
Alignment with program priorities	30%
Target audience, community engagement and participation	15%
Project plan, delivery and expected impact	30%
Capability and capacity to deliver	15%
Project budget and viability	10%

Criterion 1: Alignment with Program Priorities (30%)

The program is looking for projects that align strongly with the priorities of the Healthy Waterways Grant Program (see 'Program objectives', above).

Stream 1: Community Action Grants (\$2,000-\$10,000)

The application should **outline**:

- The local issue, challenge or opportunity the project will address.
- How the project will address one or more of the program's priorities.

Stream 2: Impact Grants (\$10,001-\$30,000)

The application should **describe**:

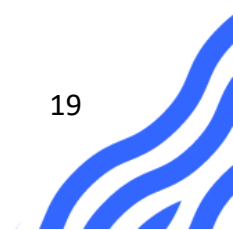
- The issue, challenge or opportunity being addressed.
- How the project will address one or more of the program's priorities.
- The scale of the benefits expected.

Criterion 2: Target Audience, Community Engagement and Participation (15%)

Stream 1: Community Action Grants (\$2,000-\$10,000)

The application should **outline**:

- Who the project is intended to engage and why.



- Expected geographic location or scope.
- How participants will be recruited and encouraged to take part, if applicable.
- Any partnerships or community connections that will support delivery.
- The expected level of participation or community reach.
- How project learnings or outcomes will be shared.

Projects may engage small, highly targeted audiences or larger community audiences. Assessment will consider whether the scale of engagement is appropriate for the size and purpose of the project.

Stream 2: Impact Grants (\$10,001-\$30,000)

The application should **describe**:

- The target audience/s and why they have been selected.
- Expected geographic location or scope.
- Strategies to recruit, engage and retain participants, if applicable.
- Partnerships, collaborations and/or stakeholder involvement.
- Expected participant numbers, diversity and/or community reach.
- How project outcomes, learnings and resources will be communicated and shared.

Projects seeking larger grants will be expected to demonstrate broader reach and stronger engagement strategies, commensurate with the funding requested.

Criterion 3: Project Design, Delivery and Expected Impact (30%)

Stream 1: Community Action Grants (\$2,000-\$10,000)

The application should **outline**:

- Key project dates and activities.
- Project risks and how they will be managed
- How project success will be measured (what data will be collected, how and when), focusing on the program priorities identified at criterion 1.

Stream 2: Impact Grants (\$10,001-\$30,000)

The application should **describe**:

- Project dates, activities and deliverables.
- Project risks and mitigation strategies
- How project outcomes will be measured (what data will be collected, how and when), focusing on the program priorities identified at criterion 1.

Criterion 4: Capability and Capacity to Deliver (15%)

Stream 1: Community Action Grants (\$2,000-\$10,000)

The application should **outline**:

- Relevant skills, experience or local knowledge.
- Roles and responsibilities of those involved.
- Any relevant experience delivering community, environmental, education, volunteer or behaviour change projects.
- Any partnerships that strengthen project delivery.

Applicants are not required to demonstrate experience delivering large or complex projects. Volunteer-led and first-time applicants will be assessed based on the capability appropriate to the scale of the proposed project.

Stream 2: Impact Grants (\$10,001-\$30,000)

The application should **describe**:

- Relevant organisational experience and expertise.
- The skills, qualifications and experience of key personnel.
- Roles and responsibilities of team members and project partners.
- Experience delivering projects of a similar scale, complexity or focus.

Assessment will consider whether organisational capability is appropriate to the size, complexity and risk profile of the proposed project.

Criterion 5: Project Budget and Viability (10%)

Stream 1: Community Action Grants (\$2,000-\$10,000)

The application should **outline**:

- An itemised project budget, including any cash, volunteer or in-kind contributions supporting the project.
- A brief explanation of major expenditure items. Quotes for expenses over \$2000 are recommended.
- A clear justification of any salary costs.
- Information about any other funding sources relevant to the project.

Stream 2: Impact Grants (\$10,001-\$30,000)

Demonstrate that your project represents value for public investment.

In your response, include:

- A detailed and itemised project budget, including any cash, volunteer or in-kind contributions supporting the project.
- Justification for major expenditure items. Quotes for expenses over \$2000 are recommended.
- A clear justification of any salary costs.
- Information about any other funding sources relevant to the project.

Information for successful applicants

Deed of Grant

Successful applicants or their auspicing organisation will be required to enter a Deed of Grant with the ACT Government. The Deed of Grant identifies legal obligations associated with the grant. This includes project activities, requirements concerning the use of grant funds, project evaluation and financial reporting.

Where an application is submitted through an auspicing organisation, the Deed of Grant will be between the auspicing organisation and the ACT Government. The auspicing organisation will be required to:

- Administer the funding in accordance with the Grant Guidelines, Deed of Grant and auspicing arrangement.
- Submit any grant variations, reporting and financial acquittal reporting on behalf of the auspiced organisation.
- Complete the acquittal upon the completion of the project.

Applicants may receive conditional approval if further information is required or conditions must be met before the Deed of Grant can be finalised. In this instance applicants will be advised that approval is conditional and what requirements must be met.

When are funds made available?

Funds will be paid to the successful recipients within 30 days following:

- Provision of all required documentation
- Signing by both parties of a Deed of Grant, and
- Supply of a valid tax invoice by the successful recipient for the grant funds.

Acquittal, evaluation and reporting

Grant recipients are responsible for completing all acquittal, evaluation and reporting requirements outlined in the Deed of Grant.

A final acquittal and project report must be submitted within 30 days of completing the project. All reporting and acquittal requirements will be managed through SmartyGrants.

Following execution of the Deed of Grant, grant recipients will receive a link to the relevant SmartyGrants acquittal form. A reminder will also be issued approximately 30 days before the acquittal due date.

Reporting Requirements by Funding Stream

Reporting requirements will be proportionate to the funding provided.

Stream 1: Community Action Grants (\$2,000-\$10,000)

Reporting requirements will be streamlined and focus on:

- Project activities delivered.
- Participant numbers (if applicable) and community reach.

- Key outcomes and achievements, focusing on program priorities.
- Any evidence of the above
- A simple financial acquittal.
- Feedback from participants and/or the general public.
- Lessons learned.
- Feedback on the grant program.

Stream 2: Impact Grants (\$10,001-\$30,000)

Reporting requirements will be more comprehensive and may include:

- Detailed reporting against project objectives and deliverables, including:
 - Project activities delivered.
 - Participant numbers (if applicable) and community reach.
 - Key outcomes and achievements, focusing on program priorities.
 - Evidence of the above.
 - Any feedback from participants and/or the general public.
- A detailed financial acquittal.
- Lessons learned and opportunities for future application or scaling of the project.
- Feedback on the grant program

Project promotion

Successful applicants will be asked to agree to the ACT Government promoting their project to the wider community and to work with the Urban Healthy Waterways program's communications and engagement team to promote the project. Information about funded projects may be published on the ACT Government Healthy Waterways web pages, the ACT Government grants web pages and other web pages and communication channels. This may include the project title, recipient name, project location, funding amount and a summary of project outcomes.

Recipients may also be invited to optionally participate in project networking, learning or knowledge-sharing sessions with the ACT Healthy Waterways team, other grant recipients and project partners. These sessions will provide opportunities to share experiences, showcase project outcomes, discuss challenges and lessons learned, and contribute to broader understanding of effective approaches to leaf litter management and community stewardship. For more information, please contact the Grant Coordinator via email (healthywaterways@act.gov.au).

Project delivery issues

After signing the Deed of Grant and receiving funding, contact the Grant Coordinator if, for any reason, issues or concerns related to project delivery arise.

Project variations

Prior written approval is required for any variation to the agreed grant project. This includes budget variations and requests for an extension of time to the grant period. Requests for variations must be emailed to the Grant Coordinator at healthywaterways@act.gov.au.

Additional information

Additional information about the Healthy Waterways Community Grants program including access to the application form can be found via the [ACT Grant Funding webpage](#) or by contacting the Grants Coordinator via email healthywaterways@act.gov.au.

