Confirmation of Eligibility

* indicates a required field

Before you continue with your application, please ensure that you meet all the eligibility criteria for Carbon Neutral Adelaide Catalyst Grants.

- I have read the Applicant Guidelines
- My organisation is a Carbon Neutral Adelaide Partner (See more about partnership).
- My organisation is a not-for-profit, business, community corporation or strata corporation.
- My project is located in Adelaide CBD or North Adelaide, if it includes an event , or starts in the boundary area if it is a tour. Please refer to the City of Adelaide boundary map.
- I agree to share the findings or invite Carbon Neutral Adelaide Partner Group as a minimum, plus others in my sector, or the public, as relevant.
- Activities will be delivered between 1 March 2023 and 30 June 2024.
- My organisation does not have any overdue acquittals with the City of Adelaide.

I understand that proposals for the following will not be eligible:

- organisational core operational activity
- the purchase of large capital items or renovations
- activities already completed or due to be completed before the commencement of the funding period 23 January 2023.
- costs already funded by City of Adelaide
- proposals with safety or environmental hazards
- proposals that do not meet COVID-19 requirements
- proposals types that are listed as ineligible in the Applicant Guidelines

I have read the Carbon Neutral Adelaide Catalyst Grants Guidelines and believe that I am eligible to apply *
○ Yes   ○ No

Not Eligible

Unfortunately your application does not meet Carbon Neutral Adelaide Catalyst Grant eligibility criteria.

You may be eligible to apply to another category or one of Council's other grant programs. You can find the relevant guidelines and eligibility criteria on our website.

If you would like more information, please contact the Partnership and Engagement Officer on 8203 7616 or email info@carbonneutraladelaide.com.au

Applicant Details

* indicates a required field

Applicant Organisation Name
Organisation Name

Applicant Primary Website

Must be a URL.

Entity Name
Organisation Name

If different from trading name

Primary Contact Person *

Title	First Name	Last Name

Position Title

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

ABN Lookup

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

GST Status *
○ Registered   ○ Not Registered

Applicant Primary Bank Account *
Account Name

BSB Number   Account Number

Must be a valid Australian bank account format.

Project Details

* indicates a required field

Project Title *

Word count:
Must be no more than 25 words.

Project activity/ description *

Must be no more than 200 words.
Provide a short description (100 words recommended) of your project - what are you out to do?

Please refer to the City of Adelaide Boundary Map, to confirm your location.

Start Date *

Must be a date and no earlier than 1/2/2023.

End Date *

Must be a date.
No later than 12 months from activity start

Assessment Criteria

* indicates a required field

Strategic Alignment (15%)

This proposal relates to the following priority/ies of the City of Adelaide Carbon Neutral Strategy 2015 - 2025 *

☐   Create and foster opportunities for partnerships and businesses to grow and prosper from the low carbon economy
☐   Create a supportive environment for early adoption of great ideas and technologies that enable greenhouse gas emissions reduction
☐   Facilitate knowledge sharing and network development to enhance community awareness and adoption of opportunities and outcomes to reduce greenhouse gas emissions
☐   Recognise excellence and celebrate all areas of community leadership towards a carbon neutral Adelaide
☐   Identify and promote new business and investment opportunities arising from the city advancing its carbon neutral reputation.

At least 1 choice and no more than 3 choices may be selected.
See the Guidelines Document for example activities against priorities

The pathways to carbon neutrality relevant to this activity are:

☐   Renewable electricity
☐   Energy efficiency
☐   Transport to and around the city (includes aviation)
☐   Reducing organic waste to landfill
☐   Carbon absorption or offsetting

Other themes that may be covered are

☐   Corporate strategy and business case for change
☐   Science-based targets or certified carbon neutrality
☐ Other:

Activity Benefit (40%)

Are there key stakeholders for delivering this project? If yes, please detail.

Must be no more than 20 words.
Are you co-delivering with multiple parties?

Who is the target audience or main beneficiaries for the project? *

Must be no more than 50 words.
Who is expected to attend or benefit from the activity?

What will the specific benefit be for the stakeholders or target audience? *

Must be no more than 50 words.
E.g. an activity might benefit restaurants or cafe owners in their day to day operations, or help property managers solve a problem, etc.

Will there also be a broader benefit to the city on its journey to carbon neutrality?

Word count:
Must be no more than 50 words.
E.g. Increasing skills of a particular group might help reduce food waste, or reduce fossil fuel use in the city.

Will there be an event held for this activity *
○ Yes, in person   ○ Yes, online event   ○ No event   ○
event

What are the planned activities?

Briefly list (bullet points) the specific activities that will take place and the months they will occur in (200 words recommended)

Innovation, collaboration, capacity building (30%)

Which of the below approaches will the activity take? *
☐ Innovation or new approaches - e.g. a trial of a new approach, engagement strategies, business process, or other
☐ Collaboration - e.g. partnerships between businesses, shared equipment and resources, collective action, and potential opportunities for City of Adelaide to value-add to the project.
☐ Capacity building within your organisation or others – e.g. through technology trials, pilots, new approaches, knowledge sharing, or skills training
You can nominate one or more of the above

Please describe how the activity will achieve innovation, collaboration or capacity building *

Word count:
Must be no more than 100 words.
Describe briefly how you will achieve at least one of the three options

How will the results or deliverables be shared with the target audience or group?
☐ Share with/ invite Carbon Neutral Adelaide Partners
☐ Provide for inclusion in the Carbon Neutral Adelaide business or community email news list
☐ Request to host documents on Carbon Neutral Adelaide website
☐ Provide information on a non-Council website

☐ Other:

Tick as many as apply

Can you estimate approximately the size of the audience or benficiaries?

Must be a number.

Cultural, social environmental outcomes (15%)

If the project includes an event, please indicate what measures you are taking to reduce waste and minimise carbon impact? *

Must be no more than 50 words.
State N/A if not applicable. e.g. Sustainable transport, waste management, water efficiency.

How will your project support Aboriginal and Torres Strait Islander communities' participation? *

Word count:
Must be no more than 50 words.
State N/A if not applicable. e.g. Welcome to Country or Acknowledgement of Country through spoken word in Kaurna language and/or English, use of Kaurna place names and language.

How will your project demonstrate consideration of disability access and inclusion? *

Word count:
Must be no more than 50 words.
State N/A if not applicable. e.g. is your event accessible to wheelchair users and others including entrance and accessible toilets? Will you tell people what provisions are in place through advertising and promotions?

Budget Details

* indicates a required field

Total Project Cost *

$

What is the total budgeted cost (dollars) of your project?

Total Amount Requested *

$

Maximum of $5,000. Your are welcome to apply up to 100% of the project cost.

What will Council funds be used for? *

(e.g. venue hire, promotional material, consultants)

Could this project proceed if only partial funding was approved? *

○ Yes   ○ No

You are welcome to apply for a portion of the maximum amount. Answering YES could mean you can receive less than originally requested. Answering NO means that your application won't be considered for part funding and will simply be successful or unsuccessful.

Budget

Please indicate your income and expense items.

Income	$	Expenditure	$
	$		$
	$		$
	$		$
	$		$
	$		$

Budget Totals

Total Income Amount	**Total Expenditure Amount**	**Income - Expenditure**
$	$	$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Risks

Please confirm that any potential risks will be considered as part of your project planning. These could include but will not be limited to:

- Covid-19
- Employee welfare and public safety
- Legal risks
- Environmental hazards
- Reputation, brand, image, political risk
- Stakeholder/ community engagement

Risk confirmation *

○ Yes I confirm any potential risks will be considered as part of this partnership proposal

Evaluation

Please tell us how to you intend to evaluate this activity *

Must be no more than 150 words.

Supporting Documentation and Declaration

* indicates a required field

File Upload

Where applicable the following documents are **required**:

- A copy of public liability insurance to the value of $20 million for the applicant organisation to deliver the proposed project
- A copy of Return to Work SA certificate of registration or similar employee insurance (if paid staff are employed)
- Evidence of confirmed partners and other contributions

Please also upload any other supporting documents, these could include but are not limited to:

- Certificate of Incorporation
- Quotes
- Invoices
- Letters of support
- Written confirmation of venues
- Information supporting demand for the project

Please upload all supporting documentation here *
Attach a file:

Declaration

I certify to the best of my knowledge that the statements made in this application are true.

I have read the City of Adelaide's Carbon Neutral Adelaide Catalyst Grant Guidelines

I understand that should this application be approved by the City of Adelaide that I would be required to accept the conditions of the grant in accordance with the Council's accountability and reporting requirements.

Declaration *
○ I agree
○ I do not agree