****

**Wildcare SMALL GRANT Guidelines**

The Wildcare Board offers Small Grants to support Wildcare groups in their volunteering efforts.

**PURPOSE**

The purpose of Wildcare Small Grants is to help Wildcare groups sustain or grow successful programs or to help new Wildcare groups get started. Small Grants can provide extra funding when expenses arise that were not foreseen as part of annual planning process.

**ASSESSMENT**

A Wildcare Board Small Grants approvals team assesses small grant applications. Applications are made by Wildcare groups. The approvals team considers:

* Conservation of Tasmania’s natural environment.
* Alignment with land manager’s goals and standards.
* Involvement of Wildcare volunteers in meaningful and rewarding activities.
* Raising community awareness about Wildcare’s purpose and activities.

**WHAT IS IN SCOPE?**

Things that are generally in scope for Wildcare Small Grants (not an exclusive list):

* Renewal of equipment and materials for existing groups
* Assistance for new groups to put together a kit of equipment and resources
* Community education or profile-raising aids such as signage.

(See pre-approvals/endorsements required).

* Assistance with cost of transport for groups working in remote areas, where there is no clear alternative means of funding.

**WHAT IS NOT IN SCOPE**

Things that are generally not in scope for Wildcare Small Grants (not an exclusive list):

* Items that would otherwise be funded by State or Local Government, or commercial businesses that stand to benefit from the works.
* Purchase of consumables that would ordinarily be purchased by volunteers e.g. food.
* Assistance with transport costs for groups working in remote areas, where funding for transport is available through the relevant land manager. In such a scenario, duplicate funding will not be considered through Wildcare.

**SMALL GRANT PROCESS**

1) An application for approval of a Small Grant can be made at any time.

2) Applications will be considered by a Wildcare Board Small Grants approvals team, which is a sub-Committee of the Wildcare Board, including the CEO. Applications will generally be considered via email.

3) Wildcare CEO informs all applicants of outcomes, including acquittal requirements. (Aiming for decisions to be notified within 2 weeks of submitting the application).

If there are more applications that meet the criteria than funds available, priorities will be determined by the Committee based on need and on-ground impact.

**PRE-APPROVALS OR ENDORSEMENTS REQUIRED**

**Land manager/owner endorsement**

The endorsement of landowners and/or land managers must be obtained. Any applicable Volunteer Activity Agreements should be attached.

**Approval of signage and flyers**

All signage, communication materials and media releases need to be approved by the Wildcare Office in the first instance and relevant land manager (if applicable). Applications for signage funding should state that approval has already been received or acknowledge awareness of the approval process.

**BACKGROUND CONDITIONS THAT WILL BE BENEFICIAL YOUR APPLICATION**

A track record of and/or commitment to:

* working in a risk aware manner,
* acting in accordance with the [Wildcare Code of Conduct](https://wildcaretas.org.au/wp-content/uploads/2018/12/Wildcare-Code-of-Conduct-PDF.pdf),
* working in positive partnership with land managers (where relevant) and the community in which the group is operating,
* being proactive with fundraising efforts.

**CONDITIONS OF GRANT**

An acquittal report consisting of a financial summary report and a news story suitable for use in Wildcare communications will be required on completion.

Funds should generally be spent within 12 months, unless agreed otherwise at the time of an application being approved.

The Wildcare Board may choose to place conditions on approved funding.

### **Submitting your application**

Complete the Small Grant Application Form and email to memberservices@wildcaretas.org.au

**Questions?**

Contact the friendly Wildcare Office team

- Phone: 03 6165 4230 - Email [memberservices@wildcaretas.org.au](file:///C%3A%5CUsers%5CVic%20%26%20Linda%20Malumma%5CDesktop%5CCurrent%20Work%5Cmemberservices%40wildcaretas.org.au)