

# 2021 Community Water Literacy Grants – Guidelines

## Background and purpose

Sydney Water is calling for ideas on improving water knowledge in Greater Sydney, the Blue Mountains and the Illawarra. Sydney Water’s Community Water Literacy Grants Program (**Program**) will offer grants of up to \$10,000 per project to improve water knowledge in our community.

It is proposed that there will be up to six \$10, 000 grants for the 2021 – 2022 year.

The terms and conditions governing the Program are contained in the document titled “2021 Community Water Literacy Grants – Terms and Conditions” (**Terms and Conditions**).

Applicants must read these Guidelines and the Terms and Conditions before providing their Expression of Interest to Sydney Water. By participating in the Program, you agree to be bound by these Guidelines and the Terms and Conditions.

## Program themes and principles

Sydney Water is looking for projects that provide value to Sydney Water, its customers, partners, and the community, by aligning with the following themes and project types to increase water knowledge in the community.

## Water knowledge themes

|                             |                                                                                                                                                                                                                       |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grassroots advocacy</b>  | Build a thriving, sustainable and liveable city through partnerships, collaboration, and/or place-based learning where the community can engage in open conversation.                                                 |
| <b>Water for the future</b> | Equip communities with the knowledge to participate in decision making on our future services by improving understanding of the urban water cycle.                                                                    |
| <b>Liveable cities</b>      | Build a resilient and water sensitive Greater Sydney through projects that support healthy waterways, cool green open spaces, and deliver health, cultural, social, economic, heritage and/or environmental benefits. |

## Types of projects funded

Water literacy projects could include (but are not limited to):

- Placemaking projects: cooling areas; resilience and addressing climate change; increasing natural shade; reducing litter and stormwater runoff; and habitat creation
- Citizen science projects
- Arts and cultural activities
- Knowledge exchange about water from cross cultural and/or intergenerational perspectives
- Education projects to improve environmental and/or health outcomes and save water (e.g. preventing fatbergs or the flushing of wet wipes, ideas for saving water)
- Reducing bottled water use and increasing tap water consumption.

The collaborations between Sydney Water and grant awardees may be used to inform future education and grants programs.

Projects are encouraged to find alignment to [Sydney Water Plans and Strategies](#) and the [United Nations Sustainable Development Goals](#).

## Who should apply?

The Program is open to (but not limited to) the following groups within the Sydney Water's area of operation (Sydney, the Blue Mountains and the Illawarra):

- Not for profit organisations
- Social enterprise groups
- Social groups and sports clubs
- Playgroup organisations
- Universities and research institutions who can facilitate grassroots water literacy and research with community groups within the Sydney Water area of operations
- Councils who can facilitate grassroots water literacy and research with community groups within the Sydney Water area of operations
- Public health or allied health body and housing co-operatives who can facilitate grassroots water literacy and research with community groups within the Sydney Water area of operations
- Schools and government funded technical colleges
- Artists
- Authors.

The Applicant must have an Australian Business Number (ABN) or be registered as a not-for-profit organisation. If they do not meet these requirements they may consider entering an [auspice arrangement](#) with an appropriate agency such as a local Council or education institution. Details of such an arrangement will need to be provided to Sydney Water and further documentation may need to be executed and provided to Sydney Water on request.

The following people/groups cannot apply:

- Sydney Water employees/contractors or their immediate family members and friends
- Organisations that in Sydney Water's opinion, expose Sydney Water to a reputational risk
- Organisations with links to negative impacts on the environment or health
- Anyone else or any other proposed projects or initiatives that Sydney Water considers inappropriate or not aligned with its business objectives, values or policies.

## Summary of application process and selection criteria

The application process and selection criteria are detailed below.

### Expressions of Interest

Applicants must first submit an Expression of Interest (**EOI**). A link to the EOI form is available at [www.sydneywater.com.au/communitygrants](http://www.sydneywater.com.au/communitygrants)

All EOIs must be submitted by 30 June 2021.

The Applicant must satisfy the criteria contained in the EOI in order to be invited to proceed to a full application.

### Full application

Applicants who meet the EOI criteria will be contacted via email to proceed to a full application.

The email will include a link to the full application form and the following documents to be completed and submitted as part of the form:

- a) Project plan template
- b) Budget template
- c) Risk assessment template.

Full applications must be submitted by 31 July 2021.

Sydney Water subject matter experts will assess full applications against a scoring matrix based on the selection criteria outlined in these Guidelines (see below). Highly scored projects will be independently audited by Good2Give for valid ABN and bank details. Shortlisted applicants may undergo additional due diligence checks by Sydney Water or a representative. Applicants will be required to provide additional information as reasonably required to assist with those checks.

Grant recipients will be announced and funds will be distributed by Good2Give in early September 2021 (in accordance with the milestone payment schedule outlined below).

All applicants will be notified about the outcome of their application by email.

## Selection criteria for full application

### Full application assessment criteria

|                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic alignment</b><br>Weighting 15%             | How well the project: <ul style="list-style-type: none"> <li>Aligns with the water knowledge themes</li> <li>Provides               <ul style="list-style-type: none"> <li>an opportunity for place-based learning and building knowledge about the importance of water</li> </ul> </li> <li>Demonstrates               <ul style="list-style-type: none"> <li>direct links to Sydney Water Plans and Strategies and the United Nations Sustainable Development Goals. Includes optional additional links to IAP2 Spectrum of Public Participation, Local Government Community; Strategic Plans, State Government and Reconciliation Plans.</li> </ul> </li> </ul> |
| <b>Impact</b><br>Weighting 20%                          | <ul style="list-style-type: none"> <li>The extent to which the project provides health, environmental, economic, social, heritage and/or cultural benefits to improve water literacy for our community.</li> <li>Consideration will be given to the longevity of the project, including intergenerational and cross-cultural learning opportunities.</li> </ul>                                                                                                                                                                                                                                                                                                    |
| <b>Evaluation</b><br>Weighting 20%                      | <ul style="list-style-type: none"> <li>Describes qualitative and/or quantitative measures that will be used to monitor improvements in water knowledge.</li> <li>Describes how this information will be captured. Uses innovative approaches such as photo journals, video dairies, storytelling, research etc.</li> <li>Describes expected outputs and outcomes from the project.</li> </ul>                                                                                                                                                                                                                                                                      |
| <b>Engagement</b><br>Weighting 15%                      | <ul style="list-style-type: none"> <li>Describes how the project will empower participants to learn new skills and knowledge and apply this in the community.</li> <li>Describes how the projects will improve advocacy, leadership and providing an ongoing legacy for the community.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Project plan, budget, and risks</b><br>Weighting 15% | <ul style="list-style-type: none"> <li>Provides completed project plan template outlining the key activities, persons responsible and milestones for the project.</li> <li>Provides completed budget template outlining how the grant will be spent in a cost-effective manner and any in-kind contributions (e.g. support from councils, universities, hall hire, equipment, personnel etc.)</li> <li>Provides completed risk assessment template identifying potential project and participant risks and how they will be addressed.</li> </ul>                                                                                                                  |
| <b>Collaboration</b><br>Weighting 15%                   | <ul style="list-style-type: none"> <li>Describes how the project will encourage collaboration between the community, Sydney Water, councils, non-government organisations or research bodies to help inform future education using research and co-design principles.</li> <li>Outlines roles and responsibilities of each collaborative partner.</li> </ul>                                                                                                                                                                                                                                                                                                       |

## Milestone payments for successful applicants

Successful applicants will have the grant paid to them on a milestone basis as follows:

- Milestone 1 - 50% of the total grant at commencement of the project.
- Milestone 2 - 40% of the total grant following the submission of a progress report and the completion of education collaboration activities, to Sydney Water's satisfaction. This may include site visits organised by Sydney Water, and/or collaborative education activities on site or at another accessible venue.
- Milestone 3 - 10% of the total grant following the submission of a completion report to Sydney Water.

*Note: A progress report and completion report template will be provided on or around the commencement of the project. Ongoing evaluation, budget spend, risk assessments, learnings, photos, and other evidence are to be gathered and provided to Sydney Water to be used for promotion/ case studies and to inform the next round of grants/education.*

Good2Give will distribute the grant payments once Sydney Water is satisfied that the above milestones have been met.

## Eligible spend of the grant

The grant may be used to pay for the cost of activities which support the delivery of successful on-ground projects such as:

- venue hire
- personnel
- insurance
- incorporation fees
- advertising and printing costs
- project materials
- interpretation and language facilitators
- relevant workshops/training events
- water saving devices and meters which can demonstrate to others how to improve water efficiency.

For the avoidance of doubt, the grants are not to be used to pay for private plumbing upgrades or maintenance of existing water infrastructure.

## Indicative timeline for application and payment of the grants

|                                  |                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 - 30 June 2021                 | <ul style="list-style-type: none"> <li>• Expression of Interest - call for ideas to improve water knowledge</li> </ul>                                                             |
| 1 - 9 July 2021                  | <ul style="list-style-type: none"> <li>• Eligible projects shortlisted and asked to submit a full application</li> <li>• Applicants validated - contact details, ABN</li> </ul>    |
| 12 - 30 July 2021                | <ul style="list-style-type: none"> <li>• Full applications submitted</li> </ul>                                                                                                    |
| 2 - 20 August 2021               | <ul style="list-style-type: none"> <li>• Applications assessed by a Sydney Water panel against the selection criteria</li> <li>• Applicants validated - banking details</li> </ul> |
| 23 - 31 August 2021              | <ul style="list-style-type: none"> <li>• Successful recipients announced and initial funds granted</li> </ul>                                                                      |
| 1 September 2021 - 31 March 2022 | <ul style="list-style-type: none"> <li>• Projects implemented</li> <li>• Remaining funds granted on a milestone basis</li> </ul>                                                   |
| 15 April 2022                    | <ul style="list-style-type: none"> <li>• Completion report submitted</li> </ul>                                                                                                    |

## Unsure if your project is eligible?

Contact [communitygrants@sydneywater.com.au](mailto:communitygrants@sydneywater.com.au)