

# 2023 Woolworths Junior Landcare Grants Program



## Frequently Asked Questions



**Applications open** Wed 8th Feb 2023 (10am AEDT)

**Applications close** Fri 17th Mar 2023 (5pm AEDT)

### How do I apply for a grant?

All applications must be submitted online. Login or create an account on the Landcare Australia Grant Site, powered by SmartyGrants.

1. Click on '**Woolworths Junior Landcare Grants**' or follow the [link](#).
2. You can view and download the Application Form before you start your application.
3. In order to enable you to fill out the form you must first have an account with SmartyGrants.
4. If you wish to leave a partially completed application, press '**Save and close**' and log out. You can log back in and continue to edit your Application Form until you are ready to submit.
5. To submit your application, click the **Review and Submit** button at the bottom of the Navigation Panel. You need to review your application before you can submit it. Once you have submitted your application, no further editing or uploading of support materials is possible.
6. You will receive a confirmation email when your application has been successfully submitted

### Can I edit my application once I have submitted it?

No, once you have submitted your application you will not be able to edit it.



Junior  
Landcare



Woolworths  
The fresh food people



**My school/early learning centre is too busy to apply/participate at this time. Can we apply later in the year?**

No, the application is only open until 17 March 2023, but the grant application is quite straightforward and should not take too long to complete. Only one person from your school needs to submit an online application for funding by the submission deadline. Once the funding is released to successful applicants, you will have the opportunity to engage students in hands-on learning, which can take place in the second half of 2023.

**Can I submit an application if my group is a secondary school, outside school hours' care provider, playgroup, family day care, Scouts group, Girl Guides, youth group or other educational centre?**

No, the Woolworths Junior Landcare Grants program is especially for Australian primary schools and early learning centres. If your school is a P-12 school, you may apply for a project that is specifically for the primary school students.

**We are an education centre but not a school or early learning centre. Can we apply?**

No, this grant program is not open to education centres that aren't schools or early learning centres. We recommend that, where possible, you support schools that are eligible to apply instead.

**Are special needs schools eligible to apply?**

Yes, special needs schools that teach students of all ages up to 18 years of age are eligible to apply.

**Are home schools eligible to apply?**

Home schools may apply if they comply with Government Registration requirements (proof will be required as a condition of funding). A minimum of 15 students is required for a project, so home-schooled families may need to form a partnership and submit a joint application with a single responsible project contact.

**Can Parents and Friends (P&F) Associations or Parents and Citizens (P&C) Associations apply?**

No, the school must be the applicant. P&F or P&C Associations can support a school's grant application, but the school must be responsible for the grant.



Junior  
Landcare



Woolworths  
The fresh food people

**Can my school/childcare centre submit more than one application?**

No, only one application per group will be considered per grant round.

**Can I submit an application if my school or early learning centre was successful in a previous round of the Woolworths Junior Landcare Grants?**

If your school or early learning centre received a grant in a previous round, and all reporting is completed, you may apply again.

**Can I submit my application after the closing date?**

No, late applications will not be considered for funding.

**How will I find out if my application was successful?**

Successful and unsuccessful applicants will be notified via email. Please ensure that the email address used to apply for the grant is checked regularly.

**Does my group need an ABN to receive a grant?**

Yes, however if your group does not have an ABN you can arrange for an affiliated group with an ABN (e.g. local council) to receive the grant funds on your behalf.

**We don't have an ABN for our centre, but we have a head office ABN. Are they an auspicing group?**

Please select 'yes' to the auspicing question in the Application Form. Make sure to notify your head office if you are successful for the grant.

**Does the grant include GST?**

Yes, however not all groups are eligible to receive GST. Check whether your group is eligible to receive GST here. Independent advice should be sought if you are unsure. Please ensure your budget does not exceed the total grant funding stipulated in the guidelines.

**When can I expect to start and when do I need to have my project completed?**

If successful, you can start your project at any time after you have received notification. Grant funds must be spent on the project budget items by the final report date, 8 November 2023.



Junior  
Landcare



Woolworths  
The fresh food people

### Where must I undertake my project?

Projects can be undertaken within the school grounds or early learning centre grounds, or within an area of community concern. If you are undertaking your project off school grounds your application should show commitment to the ongoing maintenance of the project outcomes.

Applicants are responsible for identifying any required approvals or permits (e.g. site access, cultural heritage) and ensuring they are in place prior to project commencement.

### How will I receive funding?

Successful applicants will receive a funding agreement online to fund the project as outlined in their original proposal. Funding will be transferred to the applicant's nominated bank account on receipt of the acceptance of the offer.

**Note:** if you are a **New South Wales or Tasmanian Government School** we will provide information on how to organise an invoice for the grant amount following receipt of the acceptance of the offer.

### What do I need to include in my budget?

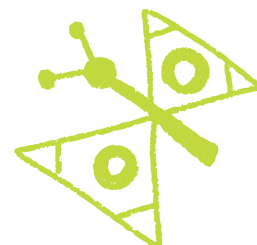
Please see the grant guidelines for a list of items that will and will not be funded by the grant.

Before working on your budget, please consider the following:

- Cost estimates should be credible and realistic;
- Each item has to be specific, avoid using terms such as 'Miscellaneous' or 'other activities';
- For each item, include a short description and provide details of calculations used to arrive at the amount budgeted;
- Inflated budgets will damage the credibility of the proposal;
- See our sample budget for grants up to [\\$1,000](#).

Your budget should be made up of three components:

- **Item Description** – a short description of the item/s;
- **Funding requested** – the amount of grant money requested for the item;
- **In-kind contributions** – any items, materials or funding that you, or a collaborating party, are contributing towards the project. This could include parents designing gardens, volunteer labour, donated goods, etc. In-kind contributions support your application by covering items that cannot be funded through the grant program.





### How do I connect with local Landcare or community groups?

If you would like to connect with your local Landcare or other community environmental 'care' groups please visit the [National Landcare Directory](#). If you are having trouble connecting with or locating your local group please contact Landcare Australia for assistance via [enquiries@landcareaustralia.com.au](mailto:enquiries@landcareaustralia.com.au)

### How do I report on my grant?

Landcare Australia will notify you when reporting is available to complete your final report. Reporting will be available on the [Landcare Australia Grant Site](#).

### What do I do if my project is not completed before the final report is due?

Landcare Australia's grants program relies on the generous funding of corporate partners. We rely on your project reporting to fulfil our corporate reporting requirements and pave the way for more funding opportunities in the future.

We understand that occasionally there are delays to your project. Please contact Landcare Australia at the earliest possible date to discuss your project reporting.

### Who decides which projects get funding?

Landcare Australia is committed to ensuring that the assessment process or the selection of projects is fair and transparent. The following assessment process will be undertaken:

- **Stage 1:** Landcare Australia will conduct an eligibility check. Applications that are incomplete or are not eligible will not be considered for assessment;
- **Stage 2:** Initial assessments will be undertaken by the Landcare Australia Grants Team. Applications will be assessed against the criteria set out in the guidelines;
- **Stage 3:** A shortlist will be provided to Landcare Australia's partnerships managers and Woolworths for review;
- **Stage 4:** Successful and unsuccessful applicants notified by email.

If you still have questions or require any further information after reading our FAQs, you can email [grants@landcareaustralia.com.au](mailto:grants@landcareaustralia.com.au).

