



NSW Environmental Trust

Protecting our Places Program

Funding for Aboriginal people to care for their land

Guidelines for applicants 2011

Closing date: 5.00 pm 3 June 2011



Photographs:

Page	Title and source
Cover	Educating school children. Photo courtesy of Berkeley Public School Aboriginal Student Support and Parent Awareness
Cover	Aboriginal art, man with emu, Western NSW. Photo courtesy of Richard Ingham
Cover	Dune at Mungo. Photo courtesy of Richard Ingham
Cover	Performance. Photo courtesy of Albury Wodonga Aboriginal Corporation
Cover	Warada bushtrack. Photo courtesy of Kerrie Anne Patterson
Cover	Mulli work team. Photo courtesy of Terry Moody
Cover	Mural and planting. Photo courtesy of Tabatha Timbery-Cann
1	Narwan Village tree planting. Photo courtesy of Galbaan Association Incorporated
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(Words marked with * see Glossary)

Part A: what you need to know about this program

About the Environmental Trust

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Department of Environment, Climate Change and Water NSW (DECCW).

Funding

Funding from multiple sources

Our grants are usually made to cover the full cost of projects, with the exception of routine administrative or operational costs which you should meet. Some large projects may require joint funding and in order for us to make fair decisions, you are required to advise us if you:

- have secured funding from another source for the same or related **activities* as those funded by the Trust, and clearly identify who is paying for what, even when funding from other sources has already been expended
- have current applications lodged with other funding sources
- receive other funding in the future for your project.

The Trust will inform you of how it will progress your application if these circumstances arise.

Retrospective funding

The Trust will not fund **activities* carried out before the grant is offered and accepted. Proposed **activities* should begin after 1 February 2012 but an earlier start date can be negotiated with the Trust after your grant is awarded. You **must** start your project within **2 months of receiving funding**.

About the Protecting our Places Program (POP)

Aim of the program

The aim of the program is to protect and enhance land that is culturally significant to Aboriginal people and to support education projects about the environment and its importance in Aboriginal life.

Funding

A total of \$500,000 will be offered under the *Protecting Our Places* program in 2011.

We offer grants of between \$2,000 and \$35,000 for the duration of the project (one to two years).

Objectives

The objectives of the Protecting our Places Program are:

- to restore or rehabilitate Aboriginal land or land that is significant to Aboriginal people.
- to educate Aboriginal and other communities about the local environment and the value Aboriginal communities place on their natural environment.



Eligibility

Eligible organisations

Any Aboriginal community group or organisation in NSW can apply for funding under the *Protecting Our Places* Program:

- If you are an incorporated organisation you can apply directly.
- Partnerships between Aboriginal and non-Aboriginal organisations are encouraged, but the applicant organisation/group **must be Aboriginal**.
- Your project must be guided and managed by a majority of Aboriginal people.
- If your organisation is not incorporated you should nominate an incorporated organisation that will manage the money for you. This organisation is referred to as the Administrator.

Role of an administrator

Community groups/organisations that are not incorporated may nominate another organisation to administer grant funds on their behalf.

The administrator must be an incorporated or registered organisation (e.g. a Land Council, local government council or Aboriginal corporation). Grant agreements are prepared in the name of the administering body which is required to sign grant agreements on behalf of the grantee.

Grant payments are made to the administrator who is responsible for making all payments relating to the project on the grantee's behalf and also prepares financial reports as required under the grant agreement.

It is expected that an agreement will have been reached between the grantee and the administrator in relation to project management and submission of progress/final reports.

Partnerships

Organisations are encouraged to form partnerships with other groups that can assist in the implementation of projects. Regional Landcare Associations, Catchment Management Authorities and local councils can all provide assistance in project planning, implementation and financial management.

Ineligible organisations

Individuals, industry joint ventures and profit-distributing corporations are ineligible.

Other Eligibility Criteria

- Your project must be aligned with one or more of the program objectives.
- Your application must include an accurate detailed budget for the project.
- You must complete the Environmental Trust's Application Form, including 'Section C – Financial information'.
- Your application must include names of two office-bearers in your organisation (e.g. Chairperson, Treasurer, CEO or Executive Officer) who are able to attest to the accuracy of the information within the application. Where the grant is being administered by another organisation, provide the name of the organisation and the name of a senior manager who has agreed to administer the grant on your behalf.
- Applications over \$20,000 must demonstrate that the organisation has appropriate professional, experienced project management skills to manage the project.
- Your application must be received by the closing date. Late applications will not be accepted.
- **You must have submitted all progress and final reports for any previously Trust-funded project. Failure to do so may result in the Trust refusing to consider any new applications.** (Note: If you are successful in obtaining a grant the Trust will require you to submit a progress report and final report.)
- Applicants reliant on in-kind contributions must have a letter confirming these arrangements.

Unless your application satisfies all of the eligibility criteria, it will be considered ineligible.

Organisations may lodge a maximum of three applications.

The Environmental Trust will not fund the following activities under the POP program:

- projects already being funded by another funding program
- projects that do not have any environmental benefit: e.g. those that merely beautify or only fence an area will not be funded
- cultural heritage projects that do not have a clear environmental benefit
- environmental audits and/or surveys
- fencing that is not 'wildlife friendly'
- construction, restoration and rehabilitation of buildings
- projects that, in the normal course of events, are clearly the core business of local or state government authorities
- continuing administration/operational costs of organisations
- capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project
- restoration and rehabilitation **activities* where a known person or organisation can be held legally responsible for the task
- projects that fund devolved grants (i.e. projects offering grants to other organisations or individuals)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- For **all** applicants - if you seek Trust funds for someone currently employed by your organisation, you must explain why the Trust is being asked to fund an already-existing employee (e.g. current employees may only be employed on a part-time basis and Trust funding is to cover the cost of continuing their employment for them to work on the funded project). The Trust will not fund reimbursement of salaries of existing state/local government staff who will be supervising/working on the project as part of their usual duties. However, the Trust will fund salaries of officers to be employed specifically to work on the project.

Examples of projects that could be funded under this program

Restoring the environment by:

- restoring sites of significance (e.g. midden protection through erosion control or revegetation where the current situation is having an environmental impact)
- protecting the environment through waste management/recycling
- planting native trees and grasses on your land to help stop erosion

- planting trees and bushes around water places to help improve water quality
- clean-up illegal dumping and put in place strategies to stop the reoccurrence of illegal dumping.

Educating the community by:

- setting up small tracks with educational signs about Aboriginal land management
- labelling/identifying plants and trees that are already growing in the wild that have traditionally been used as bush tucker or bush medicine
- planting trees and other plants for helping people identify and learn about local bush tucker and medicine (you must provide evidence of how these plantings will be used and describe how you will educate people in the use of bush tucker plants)
- While bush tucker projects may be considered to be restoration and rehabilitation projects, in most cases they have an educational focus. Therefore the Trust requires you to demonstrate, in your application, how you are going to use the plantings and how the species to be used relate to local culture
- educating others on waste management and how to prevent illegal dumping
- develop brochures/pamphlets on Aboriginal land management.

These are not the only projects you can do, but they are examples of the types of projects that you can undertake. There are a number of project examples in *Planning Activities to Protect our Places – a Guide for Aboriginal Communities* that is available at

<http://www.environment.nsw.gov.au/community/AboriginalCommunities.htm>

Obligations of Successful Applicants

Should your application be successful you will be required to:

- demonstrate that any previous Trust grants received by your organisation are progressing to the Trust's satisfaction
- provide written evidence from any project **partners* who are contributing funds to the project
- confirm a final schedule of payment and reporting dates relative to project **activities*
- provide proof of land owners' approval to work on the project site(s) and necessary permits from appropriate authorities to undertake the project if applicable (a cover letter will suffice)
- provide a letter of support from the council if your project is on their land or land managed by the council
- sign a Grant Agreement that sets out terms and conditions associated with the grant. Copies of the Trust's Grant Agreements for specific programs are available at

www.environment.nsw.gov.au/grantsprocess.htm

- comply with all conditions contained in the Grant Agreement
- provide evidence of appropriate insurance coverage
- start your project within two months of receiving funding
- confirm a start and completion date for stage 1 and 2 of the project (if applicable)
- complete the project within two years
- forward a tax invoice to the Trust for each instalment of the grant, plus GST if applicable
- seek prior approval to alter proposed outputs, objectives, timeframe or budget changes greater than 10% (while being aware that project administration costs should never be more than 10% of the direct project costs)
- provide progress and final reports in accordance with the Trust's reporting guidelines, including an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes. This should also include a report on **project measures*
- acknowledge the Trust's support in all promotional material or any public statement about your project. Your acknowledgement must include the Trust's logo in written material
- be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust
- develop and submit a Monitoring and Evaluation (M&E) Plan for the project and complete *Schedule C – Project Measures*. Your M&E Plan is the major tool to help you achieve the outcomes of your project and it also aids in adopting an adaptive management approach if things are not progressing as expected. Monitoring your program means checking that it is reaching its expected level of performance (as defined by your objectives and expected outputs) over time. The M&E Plan and the measures identified through *Schedule C – Project Measures* will be reported against in progress and final reports.
- Ensure that all procurement (purchasing) and employment is undertaken in line with your organisation's internal policies and guidelines.

The Trust will monitor the progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory progress reports.



Are you planning a bush restoration project?

The Trust funds many bush regeneration projects. To ensure the best environmental outcome of these projects, we have agreed on some general principles in relation to assessment of grant applications.

Proposals should:

- allow sufficient time for natural regeneration from the existing seed bank where possible (propagation and seed collecting should not be undertaken as a matter of course – the need for planting should be justified). If you plan to undertake revegetation, you must justify the need to plant rather than allowing natural regeneration to occur
- comply with an existing regional/local plan of management, where possible
- incorporate follow-up work over an appropriate period
- if undertaking bush regeneration, employ suitably qualified people trained in bush regeneration and plant identification
- provide evidence of how existing environmental studies, assessments or plans are being incorporated into the project
- give details of how the success/progress of projects will be monitored or measured.

Threatened species/endangered ecological communities

A number of applications focus on threatened species/endangered ecological communities issues. If your grant application is to rehabilitate or restore habitats relating to either or both issues you will need a licence from DECCW.

All projects that have a threatened species component should be discussed with the relevant threatened species staff at DECCW prior to being submitted.

There are 4 Threatened Species Units in NSW and their contact details follow:

- Sydney Metropolitan Branch (Hurstville)
(02) 9585 6678
- South Branch (Queanbeyan)
(02) 6298 9700
- North West Branch (Dubbo)
(02) 6883 5330
- North East Branch (Coffs Harbour)
(02) 6651 5946

Confirmation of your discussions, including the name of the officer you consulted with will be required in your application.

Workshops

Workshops will be held to help applicants prepare applications.

Contact the Trust on 8837 6093 for locations and dates.

You can also contact the Trust Aboriginal Programs Officer on (02) 8837 6399 to discuss your project ideas.



Assessment criteria

Selection for Environmental Trust grants is a statewide, merit-based process. Eligible applications will be assessed by a Technical Committee against the following assessment criteria.

Protecting our Places Program Assessment Criteria

Beside each assessment criterion you will see a reference to a section of the application form that contains questions relevant to that criterion.

Beneath each assessment criterion are points that the Technical Committee will consider in determining how well your application meets that criterion.

*See glossary on page 18 of this document for definitions

1. *Tangible environmental benefits (see Questions B1–B7 of the application form)

- Clear explanation of the environmental issue to be addressed.
- Demonstrated need for the project, based on how it will make a difference to this issue.
- Degree of awareness of, and collaboration with, *stakeholders who are involved in the same environmental issue.

2. Consistency with program *aims and *objectives (see Questions B8–B9 and Questions B23–B25 of the application form)

- How well the project fits with the program *aims and *objectives and how likely it is that it will achieve the results planned for.
- How well the project addresses potential risks that could threaten the results of the project.
- How well the project will be managed in the long term after the funding is finished, how it is to be monitored and evaluated, and whether or not there will be positive flow-on effects for the environment and communities.

3. Demonstrated ability to deliver the project to a high standard (See Questions B12–B21 of application form)

- Sound project planning and methodology.
- New or different ideas.
- Degree of community involvement and how this will be achieved.
- Appropriate expertise in relevant fields and project management skills.
- Examples of similar projects completed successfully.

4. *Efficiency and *effectiveness (See Question B10–B11 of application form)

- *Objectives clearly targeted towards achieving stated *outcomes.
- Measurable *activities, *outputs and objectives.
- Recognised *risk factors and how risks will be managed.
- Adequate time frame for achieving *objectives.
- Feasibility of the Monitoring and Evaluation Plan.

5. Value for money (See Questions B12–B21 and Section C of application form)

- The total budget is adequate to achieve the project objectives and will ensure the success of the project overall.
- The likely environmental impact of the proposal relative to the funding requested.
- Appropriateness of the mix in the total budget for:
 - materials and other direct project costs
 - professional expertise
 - 'in-kind' support (e.g. equipment, machinery) from other organisations
 - voluntary expertise/labour.

Submitting your proposal and getting approval

Documentation

The application form consists of **two parts**:

1. One is called *Grant Application Form: Protecting Our Places* and is a Word document.
2. The other is called *Section C – Financial Information* – and is an Excel document.

Both these documents can be downloaded from the Trust's website

www.environmentaltrust.nsw.gov.au or obtained from the Trust on (02) 8837 6093.

When completing the application form, you must type in the spaces provided for each question and avoid including attachments, except where they are requested.

Note: The application form is locked and the size of the text boxes will not expand, so ensure your answer fits in the space provided, and do not continue to type beyond the bottom of the text box. The only exception is Question **B10** where you provide details of your project objectives. The tables will expand to accommodate your answers so the final number of pages of your application form may increase. However, please keep your responses as short as possible.

Maps

Maps are an **essential** component of your application. A good map contains the scope of your project and allows the Technical Committee (the Committee) to better assess your project. It is important for the Committee to be able to assess the **scale and definition** of your project area.

Maps should be:

- **A4 only** (anything larger than A4 will not be sent to the Committee)
- lined maps with no solid blocks of colour
- to scale.

All elements outlined in your application should be described in the map/s provided e.g. state/regional perspective for large-scale projects or more detailed local map for smaller projects.

Technical assistance

If someone is helping you with your application (e.g. councils or Catchment Management Authorities), make sure they are familiar with the program or have a copy of these guidelines.

Letters of support

If letters of support are submitted with your application they must be signed by a senior manager or senior office bearer of the organisation providing them.

Attachments

Any additional material submitted with your application must be kept to a minimum. This is particularly important when emailing your

applications e.g. maximum 2-page extract of Management Plan rather than the whole plan. Please limit the number and size of attachments as large attachments will not be forwarded to the Committee.

Example of an acceptable number of attachments:

1. Maps (A4, black and white only)
2. CV Extracts (maximum 2 pages each)
3. Additional Attachment (maximum 3 pages)
4. Additional Attachment (maximum 3 pages)

Project Location

A location of either your main project site or alternatively if the project is to run from multiple locations, the main office from which the project is conducted is required. You can either identify the longitude and latitude of your project or office using a conventional map or visit www.environment.gov.au/erin/ert to locate your project. Please provide degrees, minutes and seconds for both the longitude and latitude in the spaces provided in the application form.

Closing date for submission of proposals

Your emailed application or the envelope containing your posted application must be received by the Trust by the **closing date**:

Closing Date	5.00 pm 3 June 2011
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- If posting or hand-delivering, please send **two unbound copies** of the application form to the Trust.
- The Trust will accept applications by email, but only if you can email your entire application, including all attachments.
- Trust staff will not attach posted information to emailed applications. Therefore, if you cannot email your entire application, including attachments, please use post or hand delivery.
- Submit your application by ONE method i.e. do not email AND post your application.
- DO NOT FAX your application

Where to send your completed application form:

Email to:

info@environmentaltrust.nsw.gov.au

Post to:

Environmental Trust
PO Box 644, PARRAMATTA NSW 2124

Hand deliver to:

Environmental Trust
Level 2, 1 Fitzwilliam Street,
PARRAMATTA NSW 2150

Who to contact if you need further help

If you require further help with your application, please contact the Aboriginal Programs Officer by phone on (02) 8837 6399, or by email at: info@environmentaltrust.nsw.gov.au

Acknowledgement of receipt of applications

You should expect acknowledgement of your application within two weeks of the closing date. This confirmation will include a unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within two weeks, please contact the Trust on (02) 8837 6093.

Note: If you email your application, the Trust will acknowledge receipt of your email within two working days. If you have not received notification of receipt of your email within this time, it is your responsibility to contact the Trust to ensure that your email has been received.

Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in October 2011. Applicants will also be notified in writing. Successful projects could receive funding in December 2011 or early 2012.

Assessment and approval process

After the closing date your application is checked for eligibility. The Trust may contact you or your nominated referees for further information about your application.

The Technical Committee will assess the merit of your proposal by using the assessment criteria outlined previously and will make recommendations to the Trust. The Trust, having considered the Committee's recommendations, determines which applicants will receive grants. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding. Unsuccessful applicants will have the opportunity to receive some feedback on their applications by contacting the Trust on (02) 8837 6093. **Decisions by the Trust are final. There is no appeal process.**

Privacy

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement. The Trust may also disclose information you supply to us for the purpose of evaluating its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

Conflict of interest (COI)

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

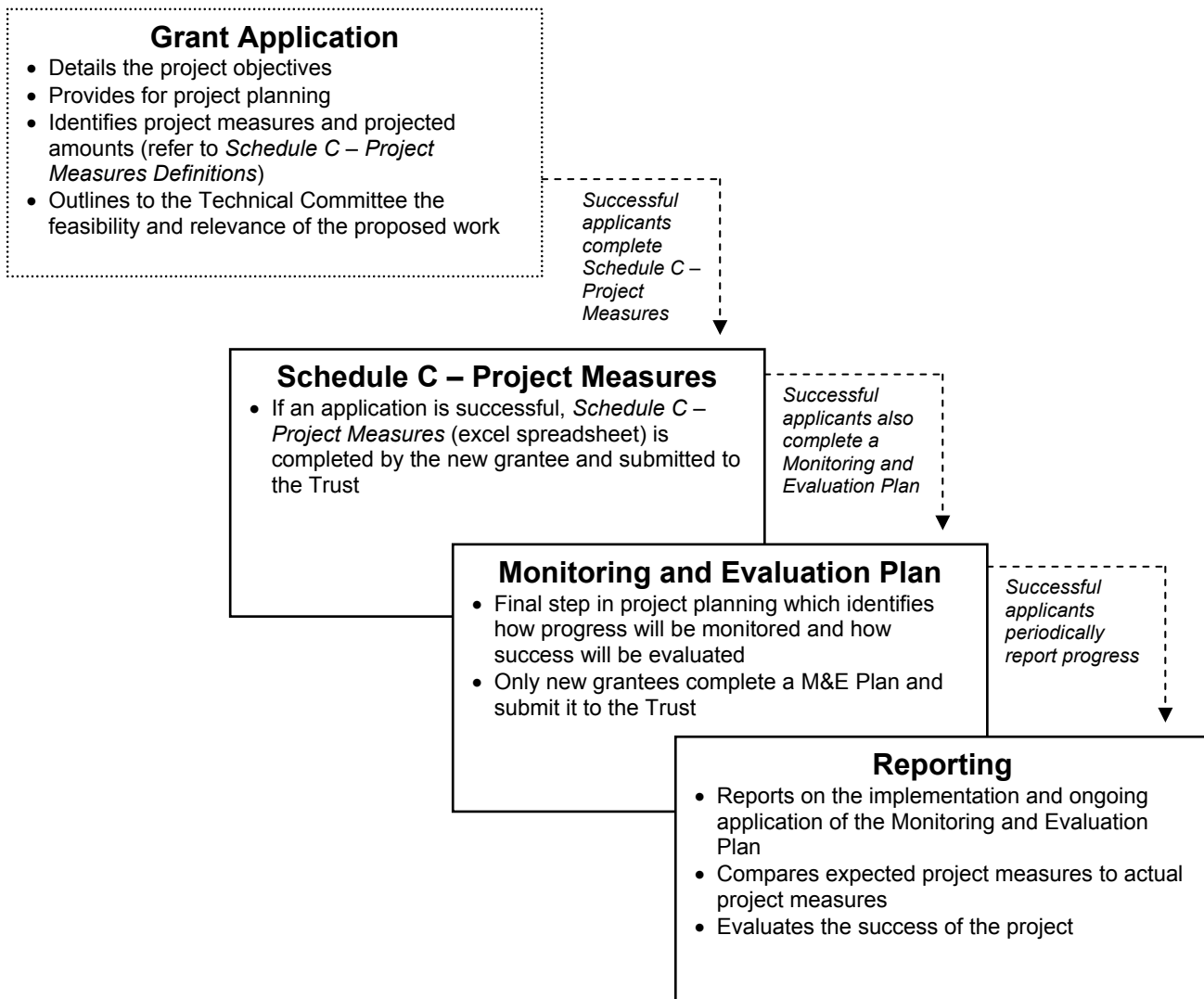
- the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant
- members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds
- members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds
- works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

The Trust **does fund projects on private land** and projects where members or relatives of members of the applicant organisation are paid to undertake project work. Such circumstances do **not exclude** the project from being funded, however they do need to be acknowledged as a potential COI. The Committee will assess each situation on its merits and environmental need.

Part B: additional information on preparing your application

The information below may be useful when answering specific questions in your application. Not all of it may be relevant to your particular project, and you should use it as required.

Project Planning, Monitoring, Evaluation and Reporting



The above diagram shows the link between the Grant Application, *Schedule C – Project Measures*, Monitoring and Evaluation (M&E) Plan and Reporting processes. Project planning, *Schedule C – Project Measures* and the M&E Plan are all aspects of the integrated project planning and implementation process.

To avoid unnecessary work by applicants the Trust only requires the project planning component to be completed at the application stage.

Project Planning

This section of the application will assist you to plan out your project. Project planning requires you to think about the main objectives of your project, what **activities* need to be undertaken to achieve those objectives and when you plan to achieve them.

At the project planning stage applicants also have the opportunity to identify what **project measures* will be used to determine the project's success. The Trust provides an extensive list of **project measures* which are detailed in *Schedule C – Project Measures Definitions*, which is available on the Trust website

The project planning process not only provides the opportunity to identify project objectives, plan project **activities* and identify expected **project measures*, it demonstrates the feasibility of the project to the Technical Committee when assessing your application.

If your application is successful you will progress to the next stage where you will be required to submit the following documentation.

Schedule C - Project Measures

Schedule C – Project Measures (excel spreadsheet) enables successful applicants (grantees) to identify expected **project measures* on a year-by-year basis.

As the project progresses grantees then report actual **project measures* against projected measures annually. This enables grantees to more effectively monitor progress towards achieving their objectives and apply flexible management if and where necessary.

A copy of *Schedule C – Project Measures* is available on the Trust website.

Monitoring and Evaluation Plan

The Monitoring and Evaluation (M&E) Plan is the final step in the project planning stage for grantees. Monitoring and evaluating your project enables you to determine whether you achieved what you set out to do by identifying how, when and who is responsible for monitoring your project's progress.

The M&E Plan provides for risk management assessment to identify, assess and prioritise risks that may impact on the successful delivery of a project. It also helps you develop a basic communication strategy to assist you in getting your targeted messages out to the appropriate audiences.

A template of the M&E Plan is available on the Trust website.

Reporting and Evaluation

Grantees are required to periodically provide the Trust with progress report(s) and a final report as detailed in the Grant Agreement. Each report allows grantees to provide details on **activities* and achieved **project measures*. It also provides the opportunity to reflect on the implementation and application of the M&E Plan and project evaluation.

Project evaluation enables you to determine whether you achieved what you set out to do. Evaluation should start from the moment you design your project and run through the project's life cycle.

Grantees are also required to submit an updated *Schedule C – Project Measures* with each progress and final report.

A reporting template is available on the Trust website.

Additional Resources

The Department of Environment, Climate Change and Water NSW has developed a guide to evaluating environmental education projects and programs; *Does Your Project Make a Difference?* is available to download from: www.environment.nsw.gov.au/community/projecteval.htm This booklet provides guidance to people who are planning and delivering education programs on how get started on evaluation and build evaluation into your education program.

Guide to completing question B10 – Project Planning

The following tables have been provided as an example of project planning for a hypothetical POP project. The example project has both a rehabilitation and an education objective. Both of these objectives are consistent with the broader POP Program's objectives which are:

- to restore or rehabilitate Aboriginal land or land that is significant to Aboriginal people;
- to educate Aboriginal and other communities about the local environment and the value Aboriginal communities place on their natural environment.

Your project will probably have different objectives to these examples. It may have more than two objectives **but should not have more than six**. Your project may also have different **activities*, **project measures* etc. compared to what has been provided in the examples.

The application form allows for up to six objectives and up to five **activities* for each objective. Your project may have fewer objectives (2-3) and not every objective will have five **activities* associated with it.

Complete your project planning according to the objectives of your project and, where appropriate, we encourage you to incorporate the same level of detail that has been provided in the examples.

When completing your project planning please use one table for each objective and leave the others blank.

The example provided is based on a project with a commencement date of February 2012 and finishing December 2013. Please carefully consider the timing of your project when completing this section.

Example:

OBJECTIVE 1: To rehabilitate 10 000m ² of culturally significant land to the Gundungurra Nation in the Blue Mountains.					
Activity (Significant steps or actions that are needed to produce the identified objective)	Project Measures (refer to Schedule C – Project Measures for a range of measures that may be suitable for your project)	Total Projected Outputs (this is what you anticipate achieving by undertaking the activity)	How will you monitor your progress? (i.e record the number of people trained, transects to assess vegetation species present etc)	Year activity will be undertaken? (i.e Year 1 or 2 [may occur over multiple years] of the project)	Activity Completion Date(s)
Engage contractors and volunteers to undertake works	Number of Trust funded staff	2	Record contractor and volunteer hours via attendance sheets	Year 1; Year 2	Contractors and volunteers recruited by March 2012; Work to be completed October 2013
	Number of Trust funded staff hours	1 000			
	Number of volunteers	20			
	Number of volunteer hours	800			
Conduct a baseline assessment to establish the current condition of the site and develop site work plan. Undertake progress and final assessments of field surveys and compare to baseline data to monitor and evaluate changes	Number of photo reference points established	10	Establish and then revisit photo reference points and transects/ quadrats and complete initial, progress and final field surveys;	Year 1; Year 2	Work Plan Completed March 2012; Baseline assessment April 2012; Midway assessment January 2013; Final assessment October 2013
	Number of quadrats established	5			
	Species density and diversity survey	3			
	Work plan developed	1			
Undertake primary and secondary weeding	Area regenerated	10 000m ²	Undertake transect and quadrat survey and compare to baseline survey; Record area and weeds removed	Year 1; Year 2	Primary weeding January 2013; Secondary weeding October 2013
	Area of culturally significant land rehabilitated	10 000m ²			
	Area weeded	6 000m ²			
Revegetate areas not showing signs of natural regeneration	Number of plantings	1 000	Prepare a watering plan and assess plant health regularly; Record number and type of plants planted; Undertake transect and quadrat survey and compare to baseline survey	Year 2	October 2013
	Survival rate of plantings	90%			
	Area revegetated	2 000 m ²			

OBJECTIVE 2: To increase awareness and educate the local Aboriginal and non-Aboriginal community about the culturally significant land to the Gundungurra Nation in the Blue Mountains.

Activity (Significant steps or actions that are needed to produce the identified objective)	Project Measures (refer to Schedule C – Project Measures for a range of measures that may be suitable for your project)	Total Projected Outputs (this is what you anticipate achieving by undertaking the activity)	How will you monitor your progress? (i.e record the number of people trained, transects to assess vegetation species present etc)	Year activity will be undertaken? (i.e Year 1 or 2 [may occur over multiple years] of the project)	Activity Completion Date(s)
Form a committee and develop the key messages to be promoted	Meetings held	2	Attendance records	Year 1; Year 2	First meeting April 2012; Key messages agreed June 2012; Second meeting April 2013
	Key messages developed	5			
Promote the project through media including local newspaper and newsletter	Number of individuals potentially reached	1 000	Record the readership of newspapers/ media targeted; Record the number of articles written and printed	Year 1; Year 2	Ongoing – April 2012; August 2012; December 2012; April 2013; October 2013
	Number of articles written	5			
	Number of media releases	5			
Develop and install signage	Number of signs installed	1	Signage developed and installed	Year 2	October 2013
Develop content, presentation and promote and conduct a field day	Number of educational products developed	1	Field day agenda developed; Presentation developed; Record the number of people attending field day	Year 2	Field day agenda July 2013; Presentation September 2013; Field day November 2013
	Number of awareness raising events	1			
	Number of attendees at awareness raising events	50			
	Number of people sharing, giving or receiving traditional Aboriginal knowledge and Caring for Country	50			

Follow-up and monitoring after you submit your final report	
Media engaged to promote successes, to reinform local community of site status and prevent further dumping.	One editorial and calendar notice in Koori Mail. Interview with elders on Indigenous Radio Service local station. Media release sent to other media organisations.
Surveillance and patrol of the hotspot/s.	Regular patrol of hotspot/s. Dumping incidents recorded and reported to local authority.

Difficulty/Risk Factor	How Difficulty/Risk Will Be Managed
1. Contaminated matter found 2. Drought conditions 3. Project manager, or any key project staff, resigns 4. Sorry Business	1. Seek assistance with removal from relevant agencies 2. Arrange hand watering of vegetation planted. 3. Have more than one person familiar with/responsible for the project's *aims and *objectives who is kept up to date on progress. 4. Have a person who is familiar with/responsible for the project's *aims and *objectives and who would be kept up to date on project, in the event that the project manager is unavailable to work on the project for a period of time.

Guide to completing Section C – Financial Information

Section C of the application form – Financial Information – is an Excel document and is separate from the main application form.

Complete *Section C – Financial Information* electronically (i.e. in MS Excel). The figures you enter will be totalled automatically. Type directly into the spreadsheet and do not cut and paste from other documents as this may cause errors.

There is one worksheet with three sections in the Excel file:

- C1: Summary of project budget
- C2: Other sources of project income
- C3: Detailed grant expenditure breakdown

It is recommended that you fill in Section C – Financial Information by doing the subsections in the order of C3, C2 and then C1. You must complete all sections before the 'total' fields will automatically total.

All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and outputs of your project.

The Trust will fund reasonable, justified costs for salaries and consultancies, including costs for recruitment advertising.

In-kind contributions

The Trust values in-kind contributions. They show broader community support and provide value for money. Therefore, please outline in-kind contributions from both your organisation and other sources under Questions B17 and B18 of the application form. Where possible, please give a value to these contributions.

Do not include in-kind contributions in any part of Section C – Financial Information.

Taxation

Good and Services Tax (GST)

Before completing Section A 'Registration and Administration' and Section C 'Financial Information' of the Application Form it is important that you read the following information on GST.

If you, or the organisation administering the project, are registered for GST, **do not include any GST** in your budget when you fill in your application. The Trust will add GST to your grant payment.

If you, or the organisation administering the grant, are **not** registered for GST, include any GST that you will incur during the life of the project into your budget.

Breakdown of Section C – Financial Information

Section C1: Summary of project budget

This section is an overview of the total project budget, including both Trust and other sources of funds. It should be filled in last.

Not all funding can be received at once, even if the project will run for one year. Progress payments will be linked to progress reports (see question A3). In the relevant columns, enter the amounts you require from the Trust stage by stage and then enter any other funding that is being contributed from your organisation or other organisations ('*Other Sources*') for direct project costs and administration costs. Make sure the values you enter in this section correspond with the description of items you listed in Sections C2 and C3.

Section C2: Other sources of project income

In this section you need to outline all successful and pending contributions from other organisations (Other Sources) for the project. You also need to include contributions from your own organisation here.

You need to include information on all organisations you have applied to, which may include federal, state and local government departments, other trusts and foundations, and corporate sponsorship options. You also need to list the items for which you have sought funding, e.g. salaries, equipment or materials.

You need to provide written evidence of funding from project **partners* that has been secured at the time of applying for the grant. If you have pending applications for funding at the time of applying to the Trust, then written evidence of

funding needs to be provided once it has been secured.

The Trust will not provide funds to duplicate project work that is being funded through other sources. Therefore, you need to tell the Trust if you have applied to other funding organisations for the project funds you are seeking from the Trust.

Section C3: Detailed grant expenditure breakdown

In this section you need to provide a detailed breakdown of calculations for each line item total. It should be filled in first. It is important that you show as much detail as possible, particularly for line item costs of \$10,000 or more.

The example below shows an incorrectly complete budget breakdown compared with a complete budget breakdown that has been filled in correctly

INCORRECT: C3 Description / Details

1(a) Salaries	Trust	Other	Total
Project officer	12,960		12,960
1(b) Salary On-Costs			
	3,369.60		3,369.60
1(c) Consultancy / Contractor Costs			
XYZ Company - Bushcare contractors	9,600	10,000	19,600
1(d) Materials incl. educational materials			
Shovels, plants, signs	5,000		5,000
Or another example			
Fencing	13,500		13,500

CORRECT: C3 Description / Details

1(a) Salaries	Trust	Other	Total
Project officer @ \$27/hr x 20 hrs/wk x 24 weeks	12,960		12,960
1(b) Salary On-Costs			
Superannuation / leave loading @ 26%	3,369		3,369
1(c) Consultancy / Contractor Costs			
XYZ Company - Bushcare contractors @ \$35/hr x 7 hrs/week x 80 weeks	9,600	10,000	19,600
Or another example			
ABC Environmental Consultants-project management (see attached breakdown of costings)	20,000		20,000
1(d) Materials incl. educational materials			
Shovels @ \$50 each x 4	200		200
Plants/tubestock @\$2.50 each x 1,600	4,000		4,000
Signs @ \$200 each x 4	800		800
Or another example			
Fencing (wildlife friendly) @ \$4,500 per km x 3km	13,500		13,500

These totals need to be broken down by stage/year in Section C.1.

C3.1 (a) Salaries

This section can include salaries for project supervision, project manager/coordinator or any other project employees.

As noted previously, the Trust will not pay for staff already employed by your organisation who will be supervising/project-managing or working on the project as part of their usual duties. The Trust will however, pay for staff employed specifically on your project and you may include these costs in your application.

Salary costs shown in C3.1 (a) should not include on-costs. These must be shown separately in C3.1 (b).

It is expected that salaries will be in line with industry standards and you need to show that you have calculated amounts on the basis of reasonable pay rates. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting OH&S requirements. Please provide a copy of the job description for the relevant roles.

It is expected that staff employed on your project will be selected on merit. If you are recruiting new staff, a full position description must be included with your application. If you already have a particular person in mind for the position **being funded by the Trust** you must include their CV (2 pages maximum) to allow Technical Committee members to determine if they have the correct skills and experience for the job. You do not need to include CVs for local/state government employees who are working on the project as part of their usual duties.

C3.1 (b) Salary on-costs

These costs need to be directly related to the **Trust-funded positions**, must be a true representation of your organisation's on-costs and **cannot exceed 26% of the salaries**. You must describe exactly what costs are being covered (e.g. superannuation, workers compensation, payroll tax, leave loading etc.) and show the breakdown of how these figures have been calculated.

C3.1 (c) Consultancies and contractors

All consultants and contractors should be chosen on their merits and ability to effectively deliver the work. It is expected that you will select contractors or consultants using a competitive process, particularly where the value of the contract or consultancy or contract exceeds \$5,000 in total. You must provide contractors' or consultants' briefs to the Trust at the time of applying for the grant.

If you have already chosen a contractor or consultant at the time of applying, you need to describe the selection process that you used. State why the consultant or contractor was chosen and provide us with their brief and CV (maximum 2 pages).

For all consultants/contractor fees totalling \$10,000 from a single provider, you must either include an additional attachment to your financial information detailing costs against *activities* to be undertaken or show the breakdown at 3C.1(c).

Note: Use of bush regeneration contractors – costs claimed for this budget item must be within industry standards. The Trust is not capping the hourly rate for bush regenerators in 2011. You must however, submit a quote or evidence of the hourly rate you are claiming with your application.

C3.1 (d) Materials

The Trust encourages bulk-buying of materials so that you can purchase materials at a competitive rate. A good reference point for nurseries that provide bulk-billing sales is the AABR website www.aabr.org.au or your Regional Natural Resource Facilitator (based at CMAs www.cma.nsw.gov.au). Any fencing must also meet minimum standards in relation to being 'wildlife friendly' (no barbed wire).

Provide a cost breakdown for materials that you want the Trust to fund: The Trust understands that, depending on the project objectives, the types of materials and related costs will vary from project to project. Therefore, all costings need to be detailed, reasonable and justified.

Equipment hire or purchase: In general, the Trust does not fund capital purchases but will cover reasonable hire costs for equipment required for the project. You need to seek quotes for hire items and choose the most competitive. The Trust generally does not fund the purchase of camera or computer equipment.

C3.1 (e) Transport costs

Provide a breakdown of transport-related costs that you want the Trust to fund. This can include reasonable costs for freight, transport and other travel expenses. All costings need to be detailed, reasonable and justified.

C3.1 (f) Insurance

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your measures, works, *activities* and volunteer personnel. You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

If your application is successful, you will need to provide written proof to the Trust that all necessary insurance is in place.

Your application can include costs of relevant insurance premiums for the duration of the grant.

C3.1 (g) Other direct project costs

The Trust will fund other reasonable direct project costs that have not been covered under other categories described above. This could, for example, include costs for project publicity or recruitment advertising.

C3.2 Administration costs

The Trust recognises that there are costs related to managing grant projects. In most cases grant recipients absorb these costs as an in-kind contribution to the project, however, the Trust is able to pay these costs when detailed and justified. Any administration costs paid using Trust funds need to be **directly related to the funded project** and not include any ongoing or regular administration costs of your organisation. Costs that the Trust will fund include accounting fees for independent certification of project funding expenditure (this **excludes** state and local government-funded organisations) and the costs of documenting your project findings.

These costs **cannot not exceed 10%** of the amount you are requesting from the Trust for your **direct project costs**, excluding salary on-costs, and in most cases would be significantly less. The Trust may approve grants while conditioning or amending administration costs.

Further Information Sources

A list of resources that may help you to prepare an application for a Protecting our Places project can be found on the Protecting our Places web pages at www.environment.nsw.gov.au/grants/pop.htm

Catchments

There are 13 Catchment Management Authority regions in New South Wales. (See www.cma.nsw.gov.au for catchment maps). On page 1 of your application you are required to include the catchment area in which your project will be undertaken. The Trust requests that you use only the 13 CMA regions in NSW and not use subcatchments, i.e. use only:

- Border Rivers/Gwydir
- Central West
- Hawkesbury-Nepean
- Hunter/Central Rivers
- Lachlan
- Lower Murray Darling
- Murray
- Murrumbidgee
- Namoi
- Northern Rivers
- Southern Rivers
- Sydney Metro
- Western



Glossary

<p>Activities Are significant steps or actions that are needed to produce the identified projected outputs. They relate to dates by which specific actions will be achieved. They map out the key steps for the project and set dates for ensuring the programs objectives are met.</p>
<p>Aims A statement of what the project is hoping to achieve in the longer term.</p>
<p>Effectiveness The extent to which the project outcomes are achieved by the planning, implementation and evaluation of the project.</p>
<p>Efficiency The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.</p>
<p>Evaluation An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From evaluation we can determine whether there might be more efficient ways of achieving results.</p>
<p>Objectives Objectives define what is going to be done to achieve the overall aim of the project. These are more specific than aims.</p>
<p>Outcomes – Results The outcome is the actual change in the environment or behaviour as a result of the project activities.</p>
<p>Outputs Outputs are activities or products that result from the project. These outputs should be able to be measured to determine success. They lead to achievement of objectives. Outputs include progress and final reports.</p>
<p>Partners Individuals or organisations that have reached a formal agreement to collaborate on a project. They directly contribute to the project with time, money and resources, and incur any risks and benefits from it.</p>
<p>Project measures Project measures are a standardised list of indicators with units of measure that the Trust uses to report on projects across its programs. They show the efficiency and effectiveness with which outcomes are being achieved against the objectives of the project. They are used to judge the impact of a project. Project measures may be quantitative (numerical – How much did we do?) or qualitative (descriptive – How well did we do it?). Refer to <i>Schedule C – Project Measures</i> for more information.</p>
<p>Risk factors Things that could occur and could have a negative effect on the overall outcome and long-term sustainability of a project or delivery of a certain output.</p>
<p>Stakeholders Are various individuals and groups who have a direct interest in, and may be affected by, the project. It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.</p>
<p>Tangible Real or physical/concrete</p>