Community Bush Regeneration Large Project Stream

Guidelines for applicants

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A subset of the Environmental Restoration and Rehabilitation Program

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These Guidelines have been structured to align with sections of the Application Form.

Note: Words marked with an ***** *see Glossary)*

PART 1: What you need to know about this program

About the NSW Environmental Trust

Establishment of the Trust

The NSW Environmental Trust is an independent statutory body established by the New South Wales 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 Office of Environment and Heritage (OEH), Department of Premier and Cabinet.

Objectives

The Objectives of the NSW Environmental Trust are:

- to encourage and support restoration and rehabilitation projects
- to promote research into environmental problems of any kind
- to promote environmental education in both the public and private sectors
- to fund the acquisition of land for the national parks estate
- to fund the declaration of areas for marine parks and for related purposes
- to promote waste avoidance, resource recovery and waste management (including funding enforcement and regulation and Local Government programs)
- to fund environmental community groups
- to fund the purchase of water entitlements for the purpose of increasing environmental flows for the State's rivers and restoring or rehabilitating major wetlands.

Funding

The annual grants programs run by the Trust include Environmental Restoration and Rehabilitation; Protecting our Places (for Aboriginal organisations); Environmental Education; Eco Schools; Environmental Research; and other programs to meet high priority issues. (See the Trusts website www.environmentaltrust.nsw.gov.au).

About the Community Bush Regeneration Large Project Stream

Aim

The aim of the Community Bush Regeneration Large Project Stream is to facilitate projects run by local community groups to undertake large, long term bush regeneration projects.

This funding stream will fund local community groups (such as Landcare and Bushcare) over a period of six years for well designed larger scale projects where the groups can demonstrate their capacity to maintain the project and continue the regeneration subsequent to the funding period.

It also aims to improve the capacity of communities and organisations to protect, restore and enhance the environment by strengthening local community organisations whose primary purpose is to undertake works in their local area.

What is bush regeneration?

The Australian Association of Bush Regenerators (AABR) defines bush regeneration as follows:

> Bush Regeneration is the rehabilitation of bush from a weed affected or otherwise degraded area to a healthier community of native plants and animals.
>
> The aim is to restore and maintain ecosystem health by helping the natural regeneration of indigenous plants. This is usually done by reducing the effect of weeds and things like erosion and soil disturbance.
>
> Weeds are often the greatest threat to remnant vegetation, and so bush regeneration is closely associated with weed control. Weed management is not the aim of bush regeneration but one of the tools used to help native plants. The management of other factors like fire can be just as important, depending on the ecosystem being restored.
>
> www.aabr.org.au

In keeping with established principles of bush regeneration, the Community Bush Regeneration Large Project Stream seeks to support projects which focus on assisted natural regeneration. Projects are likely to involve the use of measures to support natural regeneration such as weed removal, burning, fencing, erosion control works or direct mitigation of disturbance factors. Revegetation or direct seeding from the local seedbank may be undertaken where required, when the natural regeneration of local species is not likely.

Projects which place their emphasis on reconstruction of land where no remnant vegetation or native seedbank exists, such as through use of mass plantings, are unlikely to be considered under this program unless significant environmental benefit can be demonstrated, such as lowering of water tables, increasing populations of threatened species or communities, or creating significant ecological connectivity.

Rationale

The Community Bush Regeneration Large Project Stream is built upon the recognition that to successfully regenerate healthy bushland, a consistent approach over a long period of time is required.

Experience has shown that most bush regeneration sites need around a decade of work to be restored to the point where minimal maintenance is required to keep the site regenerating. Around half of the effort to regenerate a typical site is required in the first three years, with another quarter or so required in the following three years. The remaining quarter is often spread across another four years or more in the form of long-term low-level maintenance to support the stability of the site.

Outside this stream, funding for community bush regeneration projects is generally available over a one- to three-year timeframe. This type of funding is more effective in supporting small projects where the balance of regeneration work over subsequent years is relatively minor and can be met within the existing resources of community groups.

The ability of community groups to tackle large or more complex bush regeneration projects depends on the group's capacity to meet the long-term commitment of resources required. This stream is designed to allow funding of projects over a six-year timeframe, subject to the demonstration of effectiveness in the first three years. This approach is expected to make more ambitious projects achievable and allow for the regeneration of larger areas of bushland and/or more complex regeneration projects.

The bush regeneration projects targeted by this funding stream are not simply extensions of existing smaller projects. The stream seeks to fund ambitious larger-scale projects which can make a permanent difference to clearly defined areas. Projects should have an impact which is proportional to the larger scale of funding available. Tackling such projects may require an innovative approach and is likely to involve long-term partnerships between a wide variety of organisations and landowners.

Funding

Projects should be designed to last for six years and may be undertaken on public or private land, or a combination of both.

Grants of between $200,000 and $250,000 are available for six year projects. A maximum of 70% of a grant will be available for disbursement over the first three years of a project. The balance will be available over the second three years, subject to the demonstration of effectiveness at the end of the first three years.

The total funds to be offered under the Project Stream are $8 million. Applications for this funding Stream will open in 2011 and will continue annually while funds are available, however it is expected that all funds are likely to be allocated to projects within the first three years.

Objectives

The Objectives of the Community Bush Regeneration Large Project Stream are to:

- regenerate degraded natural areas, including bushland, riverbanks, degraded waterways and rare and endangered ecosystems
- improve the ongoing health and resilience of important ecosystems and habitats of rare and endangered flora and fauna
- improve ecological connectivity within and between natural areas
- improve the capacity of, and resource local community groups to protect, restore and enhance the environment by strengthening local community organisations whose primary purpose is to undertake environmental works in their local area.

Environmental Restoration and Rehabilitation program

This funding stream is a subset of the Environmental Restoration and Rehabilitation Program, and is consistent with the objectives of that program.

The objectives of the Environmental Restoration and Rehabilitation program are:

- to restore degraded environmental resources, including rare and endangered ecosystems
- to protect important ecosystems and habitats of rare and endangered flora and fauna
- to prevent or minimise future environmental damage
- to enhance the quality of specific environmental resources
- to improve the capacity of eligible organisations to protect, restore and enhance the environment
- to undertake resource recovery and waste avoidance projects and to prevent and/or reduce pollution.

The assessment of projects under the Community Bush Regeneration Large Project Stream will be undertaken in coordination with the assessment of projects under Environmental Restoration and Rehabilitation Program and either process may take into account any trends, issues or information arising from either fund. Eligible groups may apply for funding from both streams but will need to be able to demonstrate capacity to manage all granted projects and be able to clearly report on activities and outcomes from each funded project.

PART 2: Designing a successful project

Can you apply?

Eligible organisations

Grants under the Community Bush Regeneration Large Project Stream are made to organisations not to individuals. As such, to be successful in gaining funding, your *organisation* must be eligible.

Organisations eligible under this funding stream:

1. are non-profit community organisations with an established legal status
2. are non-profit community organisations without a legal status that are able to be administered by another organisation (see * below)
3. have founding documents which state organisational objectives or purposes that are strongly linked to a particular location, place or area ('local' organisations) or are NGOs that are not *local organisations that comply with the other eligibility criteria and are submitting an application in partnership with a *local organisation as defined in this criteria; and
4. can demonstrate a record of achievement in the same or related activities dating back at least three years.

A non-profit community organisation with an established legal status may include an incorporated association under the *Associations Incorporation Act 1984*, a non-profit cooperative registered under the *Co-operatives Act 1992*, or a non-profit organisation incorporated under the *Corporations Act 2001*.

Non-profit organisations incorporated under the *Corporations Act* (including companies limited by guarantee) must provide the following proof of their non-profit status:

- a certified copy of the company's latest extract of particulars issued by the Australian Securities and Investments Commission (ASIC) indicating their non-profit status; or
- a certified extract of the company's constitution that includes provisions that:
    - prohibit the company from making any distribution - whether in money, property or otherwise - to its members during the course of its operations
    - prohibited from making any distribution - whether in money, property or otherwise – to its members on dissolution
    - ensure profits made by the organisation are used to carry out the organisation's purposes.

Note: community organisations which do not have an established legal status (eg. a Bushcare group) may be eligible to apply if they arrange for the grant to be administered by a Council or other non-profit organisation. See 'Role of an Administrator', below.

For the purpose of eligibility, founding documents refer to the primary documents under which your organisation is established. For example, this may be your group's constitution, articles of incorporation, deed or similar.

Organisations not eligible under this funding Stream include:

- Non-profit community organisations which do not include in their founding documents organisational objectives or purposes that are strongly linked to a particular location, place or area unless they are applying in partnership with a *local organisation as defined in the glossary
- Not-for-profit organisations whose objectives primarily relate to the provision of services to third parties unless they are applying in partnership with a *local organisation as defined in the glossary
- Not-for-profit organisations whose main activities include employment within the organisation to undertake environmental works unless they are applying in partnership with a *local organisation as defined in the glossary
- State Government organisations and statutory committees
- Councils (as defined in the Local Government Act), Regional Organisations of Councils and other Local Government-controlled organisations
- Individuals
- Industry joint ventures
- Profit distributing corporations (including Government entities that have shareholders and distribute profits).

Conditions of eligibility

Organisations that are eligible must also meet certain conditions in order to qualify for funding. In order to be considered for funding you must:

- complete the NSW Environmental Trust's Application Form, including 'Section C - Financial Information'
- demonstrate in your application that your project is aligned with the program objectives (see page 3)
- include in your application an accurate detailed budget for the project
- include in your application the names of two office-bearers in your organisation (eg. 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
- ensure your application is received by the closing date. Late applications will not be accepted and will be returned
- be able to demonstrate that previous grants are progressing satisfactorily. Failure to do so may result in the Trust refusing to consider any new applications.

Unless your application satisfies all of the above conditions it will not be assessed.

Role of an administrator

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

The Administrator must be a legal entity. Grant Agreements are prepared in the name of the administering body who are required to sign Grant Agreements on behalf of the grantee. Grant payments are made payable to the Administrator who is responsible for disbursing funds on the grantee's behalf and for the preparation of financial reports as specified in 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.

It is expected that the project will be led by the applicant and not the Administrator.

Ineligible activities

Only certain activities are eligible for funding under the Community Bush Regeneration Large Project Stream.

The following activities are not eligible and will be excluded from funding:

- Projects that, in the normal course of events, are clearly the core business of Local or State Government authorities and/or the legal responsibility of any person/s or organisation (for more details see Part 3: Completing the Application Form)
- Restoration and rehabilitation activities where a known person or organisation can be held legally responsible for the task
- Continuing administration and/or operational costs of organisations (see Section C3.2 Administration costs)
- Capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project
- Projects that fund devolved grants (i.e. projects offering grants to other organisations or individuals).
- Ongoing maintenance of projects to which organisations have committed to as part of a previous grant.

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. However, the Trust recognises that some larger projects may require joint funding.

In order for us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other Government agencies and programs, you are required to advise us if you:

- have secured funding from another source for the same or related activities to those funded by the Trust
- have current applications lodged with other funding sources or programs
- receive other funding in the future for your project.

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

Retrospective funding

The NSW Environmental Trust will not fund activities carried out before the grant is offered and accepted. You should plan to begin your proposed activity after *1 July 2012*.

Relationship with Environmental Restoration and Rehabilitation program applications

Organisations which are eligible for funding under the Community Bush Regeneration Large Project Stream will also be eligible for funding under the Environmental Restoration and Rehabilitation Program (R&R Program).

Your group may choose to apply for funding under both streams. If this is the case, you are strongly advised to take into account the following when preparing your Community Bush Regeneration Large Project Stream project application:

1. Extensions of or amendments to current R&R proposals will not be considered.
2. Project design should be such that, if both applications are successful, you can clearly allocate activities, resources and outcomes to one or the other project without the risk of double counting.
3. Proposals which complement existing work or current R&R proposals will be considered, however areas of bushland which are geographically separate from a proposed R&R project area may be more suitable to provide for clarity in programming and reporting.
4. It is noted that funding is not available for maintenance of projects to which organisations have committed as part of a previous grant.

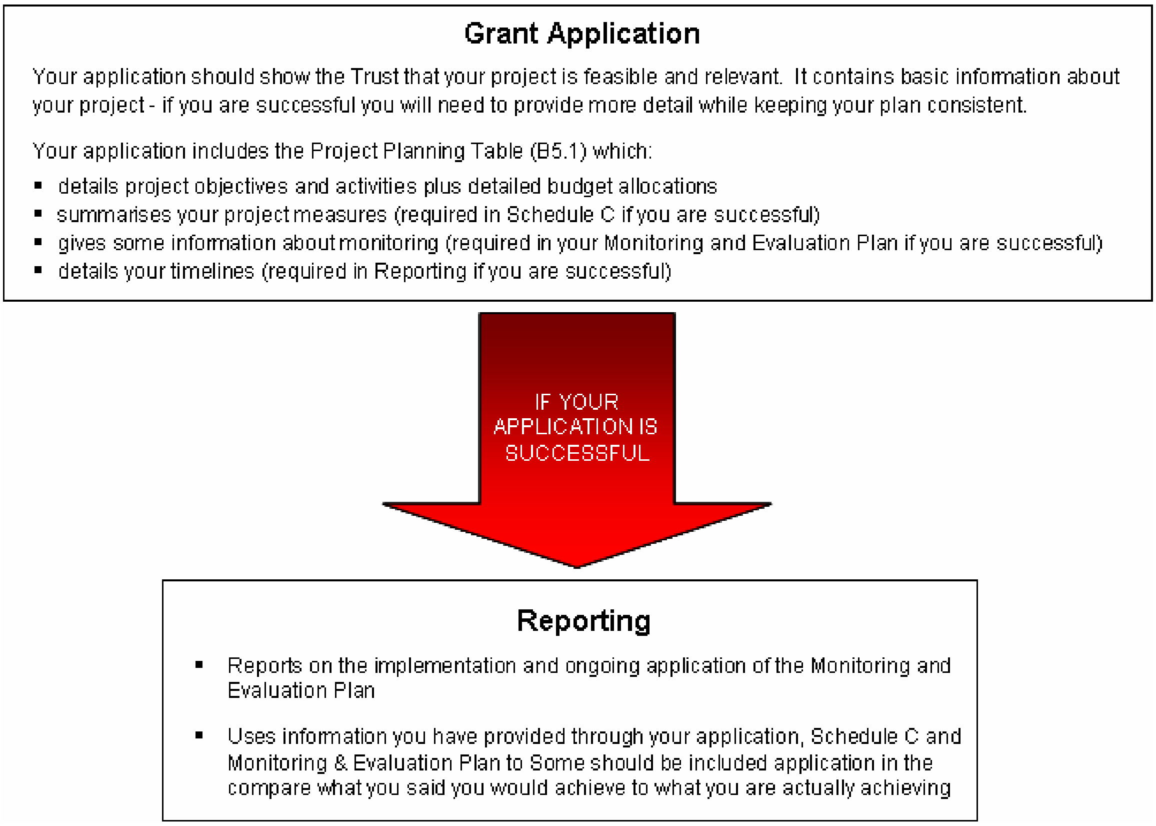
Applications to the two funding streams will be assessed according to the Assessment criteria which apply to each stream. However the application processing may be coordinated and applicants should be aware that either process may take into account any trends, issues or information arising from either funding stream.

Project planning, monitoring, evaluation and reporting

Project planning overview

This section is intended to help to plan your project in order to maximise your chances of gaining funding and delivering your planned outcomes under the Community Bush Regeneration Large Project Stream. Good project planning may require more time and effort up front, but will make finalising and maintaining your grant easier.

Taking this guidance into account, when you develop your project will ensure that you are well prepared to provide the additional information that will be required if your application is successful. The diagram below shows how the different parts of the grant process work together to build a whole picture of your project.



The tools you will use to plan, monitor and report on your project to help you fill out Section B5.1 Project Planning Table in the application are:

- Financial Information (Section C of the application form);
- *Schedule C - Project Measures*, which you will be required to submit if you are successful;
- Monitoring and Evaluation Plan, which you will be required to submit if you are successful; and
- Progress and Final Reporting Template, which you will use for reporting during the grant period

Although they require different levels of detail and are used for slightly different purposes, these tools all draw on your detailed project plan. For this reason it makes sense for you to understand all these tools during the project planning stage.

A brief introduction to each tool is provided below. *You are encouraged to visit the Trust website to view the tools and the extensive further information available.*

Project planning table (B5.1)

It is strongly advised that before you complete this table you should: become familiar with the standard project measures and their definitions (for more details see Schedule C - Project Measures below).

Understand the extra details you will need to provide if you are successful in your Monitoring and Evaluation Plan below (see Monitoring and Evaluation Plan below).

Understand how you will be reporting against the activities, measures and timelines in the table for the duration of your project (see Reporting below).

Your application form also requires you to provide summarised information about stakeholders and about your risk assessment process. You should be aware that if you are successful you will be required to present more details about these issues.

For help in completing the project planning table, see Part 3: Completing the Application Form.

Financial information (Section C)

Financial Information (Section C) is an excel document containing information about the budget for your project. This spreadsheet is separate from the application form but must be submitted at the same time and forms an important part of your application.

If successful, you will not be required to provide additional information to supplement the details you provide in Section C. You will be expected to comply with the budget set out in this document throughout the project delivery period, and payments will be based on this information. Prior approval is required for budget changes greater than 10%, so it is important that the financial information you provide with your application is accurate.

For help in completing Section C - Financial Information, see Part 3: Completing the Application Form.

Schedule C - Project measures

Schedule C - Project Measures is an excel spreadsheet that, when completed, enables successful applicants (grantees) to identify expected **project measures* on a year-by-year basis. You will be required to submit this information if your application is successful. 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:
www.environment.nsw.gov.au/grants/schedulecprojectmeasures.htm.

You should familiarise yourself with these measures during the planning of your project, because you are choosing some of the values that you will be measuring against during the funding period. You may also need to identify additional measures that are not listed in Schedule C - Project Measures that will assist you to measure your project. As the project progresses, each year you will report actual *project measures against the projected measures that were included in your original Schedule C - Project Measures spreadsheet

During a complex or long-term project it is not uncommon for new factors to emerge or for responses to be different than expected. In cases such as this, reporting against clear *project measures should help identify when changes to the project plan might be required. This is called adaptive or flexible management, and can be used to ensure that the *objectives of the project are met despite changing circumstances. Grantees are encouraged to work with the Trust to redesign elements of their project if a proposed methodology does not seem to be having a response in the environment being managed.

While adaptive or flexible management is good practice, grantees should remember that the expectation is that projects will meet their stated *objectives and *project measures. Prior approval is required to alter proposed *outputs, *objectives or timeframes.

To view Schedule C - Project Measures or for help in completing this document, visit the Trust website www.environment.nsw.gov.au/grants/schedulecprojectmeasures.htm.

Monitoring and evaluation plan

The Monitoring and Evaluation Plan (M&E Plan) is the final step in the project planning stage for grantees. You will be required to complete this plan if your application is successful. Monitoring and evaluating your project enables you to determine whether you achieved what you set out to do by identifying when you expect to reach your targets, how you will know when you have reached them, and who is responsible for monitoring your project's progress.

The Monitoring and Evaluation Plan requires the following in addition to the information provided in your application:

- details about your stakeholders and identifying their interests or views
- further information about the objectives and activities you listed in your Project Planning table, including what resources and tools will be required and who will be doing measurements
- details of the methods and collection systems to develop baseline data
- identification of risk factors and more details about risk management strategies
- a communication strategy including identification of target audiences and communication methods
- more details about how you will evaluate the overall success of your project.

To view the Monitoring and Evaluation Plan template or for help in completing this document, visit the Trust website www.environment.nsw.gov.au/grants/MEplan.htm

Progress and final reporting template

This is the tool with which grantees will periodically provide the Trust with progress reports and a final report. These requirements are detailed in the Grant Agreement which is signed between the Trust and the grantee once the application is successful.

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 lifecycle. 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 www.environment.nsw.gov.au/grants/MEreport.htm

PART 3: Completing the application form

Assessment criteria

Selection for NSW Environmental Trust grants is a statewide, merit-based process. Eligible applications will be assessed by the program's Technical Committee against the Assessment criteria set out in the following table.

The purpose of the application form is to present information that will allow the Technical Committee to assess how well your project meets the assessment criteria. As such, your application should be prepared with these criteria in mind.

Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. Suggestions about points you might want to address in your application are included. There is also a Glossary in Part 6 of this document which includes definitions of some key terms used in these criteria.

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

Community Bush Regeneration Large Project Stream **Assessment Criteria**
1. ***Tangible environmental benefits** *(see Section B2 of the application form)* • environmental issue to be addressed is clearly explained • proposal demonstrates that the project will make a real and practical difference to the identified issue • expected benefits of the project are based on sound information, consultation and analysis • scale of the proposal matches the scale of the problem • project activities are additional to existing management responsibilities for the site.
2. **Consistency with program *objectives** *(see Section B3 of the application form)* • project *outcomes are clearly identified and are aligned with program *objectives • monitoring and evaluation has been built into the project • the project will deliver positive flow-on effects for the environment and communities by strengthening local community organisations whose primary purpose is to undertake works in their local area.
3. **Project delivery - demonstrated ability to deliver the project** *(see Section B4 and B6 of the application form)* • applicant group is well established, well governed and has a good record of achievement • applicant group has the skills and capacity (including management and governance capacity) to deliver a project of the proposed scale • project is supported by strong partnerships or collaborative arrangements • appropriate expertise in relevant fields is available to the project team • bush regeneration is likely to be maintained and supported following completion of the project.
4. **Project Planning - *efficiency and *effectiveness** *(see Section B5 of the application form)* • project planning and methodology are sound • **actions* are clearly targeted towards achieving stated **outcomes* • **objectives, *activities and *outputs* are measurable (**quantitatively* and/or **qualitatively*) • proposal addresses risk factors that have the potential to jeopardise proposed **outcomes* • time frame for achieving proposed **objectives* is feasible and well substantiated.
5. **Value for money** *(see Sections B6 and B7 and Section C of the application form)* • budget supports the projected *objectives and will ensure the viability of the project overall • likely environmental impact of the proposal is proportional to the funds required • total budget reflects an appropriate mix of costs • appropriate type and level of ‘in-kind’ support is provided from applicant and other organisations (includes voluntary expertise/labour).

Section A - Registration and administration

This section of the application form seeks general information about your project, including its annual and total budget, location, landowner permissions and whether any conflicts of interest apply.

For information about project timeframes (A2) and budgets (A3), see Part 2: Designing a successful project and the guidance within the application form.

A4 Geographic information

On page 2 of your application you are required to include the **catchment area** in which your project will be undertaken. There are 13 Catchment Management Authority (CMA) regions in New South Wales, details of which are at www.cma.nsw.gov.au.

The Trust requests that you use only the 13 CMA regions in NSW and not use sub-catchments, ie. use only:

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

Project location information is required in section A4(b). This should be either your main project site or, if the project will operate from multiple locations, the mid point of your project sites.

To specify your project location you can either provide latitude and longitude references from a conventional map or supply GIS coordinates.

To generate GIS coordinates for your location you can use a handheld device or the Australian Government's interactive map tool at www.environment.gov.au/epbc/pmst/index.html

Please provide the co-ordinates shown in the bottom right-hand side of the screen for both the latitude and longitude in the spaces provided in the application form.

Maps are an essential component of your application. A good map shows the scope of your project and allows the Trust to better assess your proposal. It is important 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 assessed)
- Clearly marked with a key showing the meaning of each symbol, colour etc
- To scale.

All elements outlined in your application should be described in the map/s provided. For example, you should provide a state/regional perspective for large-scale projects or a more detailed local map for localised projects.

A5 Site ownership

You will be required to detail all the parties who either own or have legal responsibility for your project site or sites. This should include anyone whose permission or cooperation may be required for you to complete the project.

Some parties you may want to consider when completing this section include:

- The person or legal body that owns the land
- Any occupants who have rights over access to the land, such as legal tenants
- Bodies which control access points such as private roads, easements or walking trails
- Bodies with management or access responsibilities for the land, such as Local Government, pest or fire management agencies or utility companies.

Formal permission is not required from all parties at the project proposal stage, but you should indicate in Section A5(b) the stage of negotiation you have reached with each party. If your application is successful you will be required to finalise agreements with all relevant parties and show proof of approval to the Trust.

A6 Conflicts of interest

Applicants are required to declare any real, potential or perceived conflicts of interest that they may be aware of in relation to the awarding of a grant. Failure to declare a conflict of interest may amount to providing false information to the Trust and could cause your grant to be revoked.

Identifying and declaring conflicts of interest is particularly important 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 conflict of interest. The Committee will assess each situation on its merits and environmental need.

A7 - A18 Applicant details

This section of the application form requires basic information about your organisation. Completion of this section will require you to fully understand the eligibility requirements and objectives of the Community Bush Regeneration Large Program Stream. This information is explained on pages 3 and 4 of these guidelines.

See Part 2: Designing a successful project above for information about:

- eligibility, including the legal status of your organisation (A9) and your organisations objectives (A10)
- funding from multiple sources, including applications to the Environmental Restoration and Rehabilitation Program (A14)
- using an Administrator (A16-17).

Section B – Details of project

B1 Project description

This question is designed to capture the essence and main elements of your project. It will be used to promote your project and will be included on the Trust's website. You should ensure this section captures the reader and explains the important achievements the project will undertake and the importance of doing these activities. This is essentially a very brief summary of your project and why it is needed,

B2 Rationale for the project

This question gives you the opportunity to set out the overall reasoning for your project and why you have chosen the response you are proposing. When preparing your input you should consider the objectives of the Community Bush Regeneration Large Program Stream (see page 3 of these Guidelines) as well as Assessment criteria number one – tangible environmental benefits (see page 11 and 12 of these Guidelines).

Section B2.1 is your opportunity to identify the environmental values that will be enhanced by your project including, if appropriate, threatened species or endangered ecological communities; and why these are important.

Section B2.2 gives you an opportunity to explain why you have chosen the particular set of objectives and actions that form your project. You should explain why your proposal is the response to the issue that is most likely to achieve the desired outcomes. You may wish to refer to other response options considered, and you should explain why 'doing nothing' is not the best option.

Section B2.3 should contain a summary of the information and knowledge that has helped you design the approach which has formed the basis of your project plan. You should refer to the full range of information considered, which may in some cases include information which you have disregarded or which has helped you decide not to take the project in certain directions.

Knowledge for the purposes of this section does not only refer to scientific or technical information, although this is important. You may also choose to refer to any relevant studies, reports, assessments or plans your project addresses. These may include Catchment Action Plans, Threatened Species Priority Action Statements, Local Environment Plans or many other documents. If your project is advancing the goals or targets in these plans you may wish to provide details.

Other information which you may refer to as having been of assistance in preparing your project includes social and economic profiles of your target area, Aboriginal traditional or contemporary knowledge, cultural heritage assessments, and community and stakeholder values.

In this section you may wish to address what consultation or input you have used as sources of information to develop the project, including input from state agencies, regional organisations, industry, community groups, or individual land managers.

Section B2.4 provides information to assist the Trust in making an assessment of the value of your project above and beyond what is already expected from landholders/land managers in the project area.

This is consistent with the Assessment criterion 1, which requires your project to have tangible environmental benefits by delivering activities that are additional to the existing management responsibilities for the site. In question B2.4 you are asked to address this by detailing the impact of your proposal on the legal responsibilities or management activities of landowners and any other parties.

This element is consistent with the principle that the Trust will not fund activities that are the 'core business' of another organisation, or which would displace already existing activities or already committed funds. Such funding could be seen as cost-shifting by landowners or other parties and is not in keeping with the priorities of the Trust.

'Core business' can be difficult to define. For example, maintaining safe drainage along roadsides is the core business of local councils, and bush regeneration proposals which propose to substitute for this role would not be supported. However, limited drainage works may be a part of a successful bush regeneration proposal, for example where a special drainage arrangement is required in a specific area to address an ongoing disturbance to the bushland.

It is recommended that you provide as clear an explanation as possible about how your project relates to the responsibilities of other land managers to enable the Trust to make an accurate assessment of your proposal.

B3 Project outcomes

These questions give you the opportunity to set out what your project will achieve and how that relates to the objectives of the Community Bush Regeneration Large Program Stream (see page 3 of these Guidelines). In preparing your objectives you should consider Assessment criteria number two – consistency with program objectives.

Section B3.1 asks you to state the outcomes your project will achieve. Outcomes are defined as the *result* of your activities. Outcomes may be direct or indirect results of project activities. Your project outcomes should move you closer to the achievement of your project objectives.

The outcomes that you list here should be the same as set out in your Project Planning Table under section B5.1. For information about how the Project Planning Table relates to other elements of project planning and reporting see Part 2: Designing a Successful Project. For details about completing your Project Planning Table, including a worked example, see pages 17 – 24.

Section B3.2 asks you to list the objectives of your project. Objectives are a statement of what you want to achieve in a way that is specific, measurable, attainable, realistic, and time-targeted.

Your project should not have more than six objectives; in fact most large bush regeneration projects may only have 2 – 3 targeted objectives. If you find that the activities you are listing under each objective are being repeated under several objectives then it is likely that those objectives may better describe your project if you roll them together.

An example of defining objectives. If you believe your objectives to be:

- To remove invasive weeds from three locations in Wild Valley
- To re-establish native vegetation and enhance wildlife corridor linkages by encouraging natural regeneration in Wild Valley
- To improve identified measures of biodiversity in Wild Valley

We would suggest that you roll this in to one objective as the activities to achieve the above three objectives are similar and would overlap. We would suggest your objective be:

- To re-establish native vegetation, improve biodiversity and enhance wildlife corridors in 25 hectare area of Wild Valley.

The objectives that you list here should be the same as set out in your Project Planning Table under section B5.1. For information about how the Project Planning Table relates to other elements of project planning and reporting see Part 2: Designing a Successful Project. For details about completing your Project Planning Table, including a worked example, see below.

B4 Capacity to deliver

These questions asks you to demonstrate that your organisation is ready and able to deliver the project that you are proposing, including maintaining the site after the funding has finished. In preparing your response to this section you should keep in mind the objectives of the Community Bush Regeneration Large Program Stream (see page 3 of these Guidelines) and consider Assessment criterion number 3 – demonstrated ability to deliver the project to a high standard.

Section B4.1 asks you to outline your organisation's previous similar experience in bush regeneration projects. While it is important to demonstrate technical skills, you should also consider demonstrating other strengths of your organisation such as its stability, good governance, large volunteer base and/or high regard within the community.

Section B4.2 is your opportunity to prove that your group has a plan to ensure that you will remain strong and stable during the funding period. There may be significant challenges to your group's capacity while delivering the large projects envisioned under this funding stream. If so, you should acknowledge the challenges as you see them and explain how you intend to handle them.

Section B4.3 allows you to demonstrate that your project is supported by strong partnerships or collaborative arrangements. Do not underestimate the importance of partnerships when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading 'ownership' of the project to a wider audience and sharing responsibility for the project outcomes.

You should describe the nature of these partnerships (which may include expertise, resources or other support) and how other groups will be involved in delivering the project. You should also provide evidence of your project **partners'* support when submitting your application.

Section B4.4 asks you to explain how you will maintain the site after the funding has finished. Given the timeframe of up to ten years to undertake bush regeneration projects, works funded through this Community Bush Regeneration Large Project Stream will need to be continued or maintained after the life of the grant. In this case, applicants will be expected to explain how the project **outcomes* will be maintained and who will carry out the work.

B5 Project planning

This part of the application will be very important, not just because it is an essential part of gaining funding. The objectives and measures which you set out in this section of the application will govern delivery of your project if you are successful in gaining funding. It will also form the basis of further information which you will be required to provide if your application for funding is successful.

For more information about how the Project Planning Table relates to other elements of project planning and reporting see Part 2: Designing a successful project.

Your objectives should fulfil to the objectives of the Community Bush Regeneration Large Program Stream (see page 3 of these Guidelines) and consider Assessment criterion number 4 - efficiency and effectiveness.

Section B5.1 contains a table that gives you the opportunity to step out how you are going to meet each of your objectives. It is strongly advised that before you complete this table, you make sure that you understand all the other documents which will be based on this project planning table if you are successful. For more information about how the Project Planning Table relates to other elements of project planning and reporting see Part 2: Designing a Successful Project.

The application form allows for up to six objectives and up to seven activities for each objective. Your project may have fewer objectives (2-3) and not every objective will have seven activities associated with it. When completing your project planning please use one table for each **objective* and leave the others blank.

It is essential that once you have written down your objectives and the activities that will fulfil those objectives; you think about what successfully meeting that objective will look like. Once you have an idea of what success looks like, review the activities you have listed to ensure they will actually achieve your stated objective.

A pre-populated version of the Project Planning Table has been provided as an example of a hypothetical project within the Large Community Bush Regeneration Project Stream. Where appropriate, we encourage you to incorporate the same level of detail that has been provided in the example.

The example provided is based on a project with a commencement date of July 2012 and finishing May 2018. Progress reports would be submitted in March of each year for the project's duration. All payments are dependent on satisfactory performance and reporting. Funding for the final three years will be dependent on meeting performance measures during the first three years of the project. If the additional three years of funding is provided then project measures may be reviewed at that time (i.e. after the March 2015 progress report).

The following example is provided to give you a general idea of what is expected. Your project will have different objectives which are specific to the issues you are addressing.

Example project planning table

Project title: Snorkel Coast Bush Regeneration Project

Project description: The Snorkel Coast Bush Regeneration Project seeks to support the ecological recovery of a 30km stretch of degraded coastal dune vegetation. Focused around a historic Coast Town, the Snorkel Coast is a patchwork of national park, Local Government reserves and private land hosting residential areas, caravan parks, agricultural land and some light industry. Over the last decade the disturbed sections of the coastline have been invaded by bitou bush and other weeds, infesting healthy vegetation and degrading threatened species habitat. The stabilisation of dune ecology in the face of expected coastal erosion is a local and statewide priority.

Objective 1: To gain community and expert support for delivery of the *Snorkel Coast Bush Regeneration Project.*
What would success look like? The Snorkel Coast Project would be known and well regarded by all large local community groups; at least 60 local individuals would be interested enough to be involved; at least five people with the expertise and information to support the project would be involved; and the project would be well targeted and use the best available information to achieve its results and meet challenges as they arise.

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Identify similar previous projects and assess any applicable learning from those experiences to apply to this project	Identify and assess several previous similar projects	3	• Record or project and assessment received. • Assess relevance and usefulness of information. • Apply information to project plan as appropriate.	Year 1	July 2012
Directly contact by letter to local groups to inform them and their members about the project and encourage their participation: • Coast Town Fishing Association • Informal fishing networks (via local leader Reg Murray) • Our Coast 4WD Association • Coast Town Rotary Club • Coast Town Chamber of Commerce • University of the Third Age Coast Town	Number of stakeholder groups Individuals engaged Local group of members/ networks accessed (eg. newsletter articles, emails) Individuals potentially reached	6 6 800 800	• Count of numbers participating • Count of broader networks accessed • Feedback from key stakeholders regarding quality of participation	Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Initial contact by August 2012 Ongoing contact throughout project Qualitative and quantitative review by May 2015
Establish and maintain a consultative committee to give input and feedback on the project, including from less supportive groups or individuals	Members of consultative committee Average attendance at committee meetings	5 4	• Count of committee members • Minutes of meeting recording action items.	Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Committee convened by October 2012 and then meets every October

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Undertake publicity to inform wider community of the project and opportunities to participate: • establish website • press release to local paper • official launch with dignitaries • publicise key milestones	Individuals potentially reached (this will be recorded by estimating how many people read the paper, come to the launch and who access the website)	2,000	• Count of publicity mentions and readership of the paper • Count of community events directly related to project • Count of number of people that access the website	Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Initial publicity (including website) by June 2013 Ongoing publicity thereafter
	Awareness raising events	1			
	Website established	1			
Liaise with the Office of Environment and Heritage to ensure works are being undertaken in accord with any relevant plans (e.g. cultural heritage assessment; threatened species recovery plan)	Talk with suitably qualified OEH members.	2	• Record of conversation and advice received • Assess relevance and usefulness of advice • Apply advice to project plan as appropriate	Year 1	July 2012
Seek expert advice on the identification of indicator species for monitoring of ecological impacts	Identify and talk/email with two suitably qualified experts	2	• Record of conversation and advice received • Assess relevance and usefulness of advice • Include indicator species to the site monitoring	Year 1	December 2012
Seek expert advice from nearby land managers on mitigation of disturbance factors affecting coastal dune vegetation (illegal/informal vehicle access and camping)	Identify and talk/email with suitably qualified expert	1	• Record of conversation and advice received • Assess relevance and usefulness of advice • Apply advice to project plan as appropriate	Year 1	July 2012

Objective 2: To support the ecological recovery of a 30 kilometre stretch of degraded coastal dune vegetation by removing Bitou Bush and other weeds, contain weed regrowth and prevent the incursion of other invasive weeds.
What would success look like? Bitou Bush is reduced to remnant areas or less than five percent of the project area, and no new weed species take its place.

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Conduct a baseline assessment to establish the current condition of the site and develop site work plan	Number of photo reference points established	15	Establish and then revisit photo reference points and transects/quadrates and complete initial, progress and final field surveys. Ensure indicator species present at the site are recorded	Year 1 Year 3 Year 5 Year 6	Baseline assessment July 2012; Progress assessment year 3 July 2015; Progress assessment year 5 July 2017; Final assessment May 2018
	Number of quadrates established	15			
	Species density and diversity survey	5			
	Indicator species identified for monitoring	4			
Recruit staff to manage project in line with project plan	Number of Trust funded employees	4	Record the appointment dates and term of staff; Record staff hours via work records	Year 1 Other years as required	All required staff on board by November 2012
	Number of Trust funded staff hours	4,000			
Recruit and train volunteers annually to undertake primary weeding and associated works including program monitoring	Number of volunteers involved who have completed a minimum of four hours (active volunteers)	60	Record volunteer numbers and hours via attendance sheets. Evaluate annual training event via participant surveys	Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Assess against project plan targets June each year
	Number of volunteers who have registered interest (potential volunteers)	120			
	Number of volunteer hours	5,000			
	Number of training events	6			

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Engage contractors to undertake primary weeding	Consultants/contractors involved	5	Record contractor hours via attendance sheets	Year 1 Year 2 Year 3 Year 4 Year 5 Year 6	Contractors recruited by October 2012; Work to be completed March 2018
	Number of contractor hours	8,000			
Undertake primary weeding with a focus on areas that are adjacent to healthy dune vegetation	Area regenerated	50,000m^2	Undertake transect and quadrate survey and compare to baseline survey; Record area and weeds removed	Year 1 Year 2 Year 3	Primary weeding Stage 1 June 2013; Primary weeding Stage 2 June 2014; Primary weeding Stage 3 June 2015
	Number of healthy dune vegetation areas identified	9			
	Area weeded	18,000m^2			
	One-year-long primary weeding stages	3			
Undertake secondary weeding with a focus on areas that are experiencing weed regrowth or incursion of other invasive plants	Area weeded (primary)	18,000m^2	Undertake transect and quadrate sampling; Record area and weeds removed	Year 3 Year 4 Year 6	Secondary weeding Stage 1 June 2015; Secondary weeding Stage 2 June 2016; Secondary weeding Stage 3 May 2018
	Area weeded (secondary)	6,000m^2			
	Number of Trust funded staff hours	3,000			
	Number of volunteer hours	2,000			
Monitor primary and secondary weeding areas for weed regrowth or incursion	Area monitored	18,000m^2	Undertake transect and quadrate sampling; Compare to baseline survey; compare to areas not subject to regeneration works	Year 2 Year 5	Monitoring June 2014; June 2015, June 2016; June 2017
	Number of Trust funded staff hours	500			
	Number of volunteer hours	500			

Objective 3: To support the ecological recovery of a 30 kilometre stretch of degraded coastal dune vegetation by encouraging re-colonisation of the area by targeted native plant species, addressing disturbance factors which discourage native plant regrowth and revegetating where necessary, to encourage return of native animals.
What would success look like? Native vegetation returns to health along the whole stretch of coast, with associated return of native animals and birds and weeds occurrence reduced to 5%

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Address disturbance factors of informal/illegal vehicle access and camping by: • Construction of natural physical barriers (tree trunks/large rocks) to block informal vehicle access points • Education of users (fishers, 4WDers and campers) about the impacts of illegal access using signage and liaison with user groups and inclusion of information in their member correspondence • Provide assistance to law enforcement activity as required	Number of informal/illegal vehicle access and/or camping sites blocked Number of signs installed Area subject to preventive or remedial action	6 6 500m^2	Photographic or other record disturbed area before and after action; Feedback from stakeholders regarding mitigation measures, number of fines for illegal activity	Year 2 Year 4 Year 6	Action and stakeholder response: Stage 1 June 2014; Stage 2 June 2016; Stage 3 May 2018
Assist natural propagation of targeted native species in areas where natural regeneration is limited (eg. manual division of stolons, runners or offset shoots; burning to support fire-activated seeds)	Number of Trust-funded staff hours Number of volunteer hours Number of plants planted	500 200 500	Undertake transect and quadrant sampling; Compare to baseline survey; compare to areas not subject to regeneration works; record number of plants planted	Year 3 Year 5	Action in initial targeted areas June 2015; Action in additional targeted areas June 2017

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** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (ie. record the number of people trained, transects to assess vegetation species present etc.)	**Year activity will be undertaken?** (ie. Year 1, 2, 3, 4, 5 or 6 [may occur over multiple years] of the project)	**Activity completion date(s)** (this should be the actual date you intend to complete each activity.
Revegetate areas not showing signs of natural regeneration by propagating native seedlings to plant	Number of plantings	2,000	Prepare a watering plan (if needed) and assess plant health regularly; Record number and type of plants planted; and percentage survival. Undertake transect and quadrate survey and compare to baseline survey	Year 3	Planting March 2016;
	Survival rate of plantings	90%		Year 5	Follow up planting March 2017
	Area revegetated	$2,000m^2$			***Note**: The optimum time for planting will vary depending on your region. You should take this into account when planning your project.*

Risk assessment

Section B5.2 asks you to identify the potential difficulties and risks that could hinder progress of the project and to explain how you will manage them.

The following example is provided to give you a general idea of what of the kind of risk factors you might identify and how you might present your response. Your project will have different risks and responses specific to the issues you are addressing.

Risk factor	How risk will be managed
1. Weed regrowth	Active weed control (weeding, mulching, poisoning, etc.) and monitoring of the site
2. Ongoing encouragement of weeds through human disturbance factors	Barriers to disturbance (fencing), education of individuals or groups carrying out disturbance (directly or through signage), law enforcement if appropriate
3. Feral animals interfere with regeneration (eg. pigs digging regeneration sites)	Fencing, active pest control (shooting, poisoning, biological control, ripping, etc.) – seek advice from qualified personnel
4. Catastrophic event (eg. fire, vandalism)	Note and record regeneration, replant if necessary. Improve education of local community to prevent accidental fires
5. Climatic conditions prevent project completion by the due date/s (eg. drought, flood)	Review and adjust project plan to accommodate changed tasks and timelines. Variation discussed with the Environmental Trust and formal approval sought if needed
6. Change of ownership of site	Discuss ongoing management with new owner
7. Loss of site inventory and photographs	Ensure inventories and survey results are presented electronically and in hard copy and kept in two places
8. Project manager resigns	Have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress and ensure all documentation is current and up to date
9. Group disbands	An office bearer advises the Trust immediately as to the current situation and prepares a report and certified financial report for works and expenditure up to the current date. Group will work closely with the Catchment Management Authority who have agreed to support the group to minimise risk of disbanding

B6 Project team

Sections B6.1 and B6.2 you should detail the project team you will use to deliver this project, including both contractors and paid staff. For details about accounting treatment of consultants and contractors, plus anticipated rates for bush regeneration services, see Section C – Financial Information on page 25.

Section B6.3 the Trust expects certain minimum standards of probity to be followed in the selection or recruitment of staff and contractors, in keeping with the use of public funds. If you have overwhelming practical reasons why these standards should not apply to your project, the application form gives you the option of making an explanation in Section F.

B7 Project resources

Section B7.1 asks you to list the in-kind contributions, both monetary and non-monetary, you have obtained for your project. This includes contributions by the applicant, such as project supervision. It also includes in-kind support, which is non-monetary support such as professional expertise, machinery or materials that is provided by other participants. Examples of participants who might provide in-kind support are property owners, local, state and federal authorities, or other community/environmental organisations. The Trust values in-kind contributions, they not only directly support project outcomes but in-kind contributions also demonstrate broader community support and provide value for money.

Please outline in-kind contributions from both your organisation and other sources. Where possible, please give a value to these contributions. *Do not include in-kind contributions in any part of Section C – Financial Information.*

Section B7.2 asks for information about other funding applications related to this project. In order for the Trust to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other Government agencies, you are required to advise us if you have current applications lodged with other funding sources. If you submit an application after your Trust application or receive other funding in the future for your project, you will also need to inform the Trust.

Applications for other funding will not render your project ineligible for Trust funding. However you will be required to explain your rationale for multiple funding sources, and in particular what will happen to a possible Trust-funded project if other funding applications are not successful.

Section C – Financial information

Overview

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

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

Complete *Section C - Financial Information* electronically (ie. in 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.

It is recommended that you fill in Section C – Financial information by completing the subsections in reverse sequential order; ie. complete C3 first, then C2 and finally C1. You must complete all sections before the ‘total’ fields in C1 and C3 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.

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 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. 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 addresses 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 financial/cash contributions from your own organisation here.

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.

You need to include information on all organisations you have applied to for funding even if you do not yet know if the application has been successful (pending contributions). This 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, eg. salaries, equipment or materials.

You also need to provide written evidence of funding from project **partners* or from other grant-making organisations where the funding has been secured at the time of applying for the grant.

Section C3 requires 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 following example shows an incorrectly complete budget breakdown compared with a complete budget breakdown that has been filled in correctly.

C3 Description/Details INCORRECT

1(a) Salaries	Trust	Other	Total
Project officer	12,960		12,960
1(b) Salary On-Costs			
	3,369		3,369
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

Incorrect

This example is incorrect because it fails to provide all relevant information. It leaves out the required breakdown of costs and important information such as what elements are included in salary calculations.

C3 Description/Details CORRECT

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

Totals as shown in this example would need to be broken down by stage/year in Section C.1.

Section C3.1 (a) relates to salary costs. This section can include salaries for project supervision, project management/coordination or any other project employees.

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 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.

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 the Trust to determine if they have the correct skills and experience for the job.

Section C3.1 (b) relates to 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 (eg. superannuation, workers compensation, payroll tax, leave loading etc.) and show the breakdown of how these figures have been calculated.

Section C3.1 (c) relates to 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.

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).

If consultants/contractor fees for your project total $10,000 or more from a single provider, you have two reporting options. Either you can include an additional attachment to your financial information detailing consultant/contractor costs against *activities to be undertaken; or you can show the same information as a 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.

Section C3.1 (d) relates to purchasing of 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.

Section C3.1 (e) relates to 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.

Section C3.1 (f) relates to 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 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.

Section 3.1 (g) relates to publicity costs associated with promoting your project.

Section C3.1 (h) relates to 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 recruitment advertising.

Section C3.2 asks you to detail your 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 and the costs of documenting your project findings and undertaking your monitoring and evaluation. These costs cannot 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.

Section D – Referees

You are invited to provide the names of two people who would be able to provide additional information about your project, your organisation, or the suitability of your proposal under the Assessment criteria.

Referees may be individuals or representatives of organisations. They should be people who are familiar with your organisation on a professional level but who do not have a financial interest in the outcome of the application.

For example, appropriate referees may be partners in previous similar projects, previous funders, former volunteers or former organisation presidents. Examples of inappropriate referees would be potential contractors, potential employees or project partners who would benefit financially from the application if successful.

Referees may be contacted to provide additional information about aspects of your application, including assisting the Trust in determining between a number of competitive applications.

Section E - Authorisations

This section requires you to name two office-bearers within your organisation who are able to attest to the accuracy of the information in the application.

The section requesting information about administrators is only relevant to organisations that are applying for their grant to be paid through an administering organisation. For those organisations using an administrator this section must be completed. See ‘Role of an Administrator’ in Part 2: Designing a successful project for more details.

Section F – Additional information

You are only required to be complete this section if you have ticked Yes in Section B6 – Project team. See guidance related to that section on page 24.

General information

Filling in the form

Make sure you answer all the questions in the application. If a question does not apply to you, indicate “not applicable” or state why this doesn’t apply as apposed to leaving the box blank.

Type only in the spaces provided in the application form. All text boxes provided for answers to questions are a set size with the exception of Section 5.1. These boxes will not expand to accommodate additional text and any text typed beyond the bottom of the text box will not appear in your final application.

Please do not cut and paste data into Section C – Financial Information documents. Cutting and pasting into this spreadsheet will affect the formatting and may misrepresent your information. Detailed information about completing Section C is included in Part 3 of these Guidelines.

Technical assistance

Applicants are encouraged to seek technical assistance and/or expert advice from third parties such as Local Government or CMAs to support preparation of applications. Any third party information incorporated into a project proposal will be considered to be the responsibility of the applicant.

Regardless of external assistance or advice, the Assessment criteria remain the essential tool for evaluating applications. The applicant is responsible for ensuring that any third party technical assistance is considered in the context of the criteria and guidelines.

Attachments

Attachments or additional material submitted with your application must be kept to a minimum. Applications should be easily understood and fully explanatory without large amounts of additional material.

As a guideline, attachments should be no more than two pages long, and no more than two attachments (other than maps and required CVs) should be included. For example, a relevant two page extract of a Management Plan would be acceptable as additional material; the whole plan would be considered excessive.

Minimising the size and number of attachments is particularly important if you are submitting your application by email. Attached documents should be clearly named to link them to the application. Any letters of support submitted with your application must be signed by a senior manager or senior officer bearer of the supporting organisation.

Excessive additional material or attachments will not be considered during assessment.

PART 4: Assessment and notification

Closing date for submission of proposals

- 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**, eg. maps, CVs (two page maximum).
- 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.

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

Closing Date: 5.00 pm Tuesday, 31 January 2012

Where to send your completed Application Form

E-mail to:		Post to:		Hand deliver to:
info@environmentaltrust.nsw.gov.au **DO NOT FAX**	**OR**	The Administrator NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	**OR**	NSW Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150

Acknowledgement of receipt of applications

You should expect acknowledgement of your application. 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 NSW Environmental 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.

Assessment and approval process

After the closing date, Trust Administration staff will check whether your application is eligible and sufficiently complete for assessment purposes. All ineligible or incomplete applications will be returned. Trust Administration staff may also contact you or your nominated referees for further information about your application.

The Trust establishes a Technical Committee for each grants program. The Trust's Technical Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee members agree to undertake their duties within the principals of ethical conduct – integrity, objectivity and independence. Technical Committee members may also need to contact you or your nominated referee for clarification of application details. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The Technical Committee for the Community Bush Regeneration Large Project Stream 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 Technical 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 Administration staff.

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 requirements. 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.

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 around April 2012. Applicants will also be notified in writing. Successful projects will receive funding before 30 June 2012.

Obligations of successful applicants

Should your application be successful you will be required to provide further information about your project as well as complete some formal processes. It is strongly recommended that you consider these elements as part of your project design.

Successful projects will be required to complete *Schedule C – Project Measures*. This is an excel spreadsheet which identifies what measures will be used to determine the project's success. A list of definitions and suggested project measures are on the Trust website.

A *Monitoring and Evaluation (M&E) plan* for the project will also be required if your application is successful. 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. A template of the M&E plan is available on the Trust website.

Part 2 of these guidelines provide additional information about preparing your M&E plan and *Schedule C – Project Measures.* Both these documents will be reported against in progress and final reports.

In order to finalise grants, successful applicants must complete the following formal processes:

- 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 letter will suffice)
- provide a letter of support from the council if your project is on their land or land managed by the council
- obtain a licence from the Office of Environment and Heritage for any project that relates to threatened species / endangered ecological communities
- 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
- provide evidence of appropriate insurance coverage.

Failure to provide any information or documents specified by the Trust may result in a grant agreement not being completed and payments not being made.

You should also be aware that during and after the delivery of your project:

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

Will require progress and final reports in accordance with the Trust's reporting guidelines, including (where applicable) an independently certified financial statement of expenditure, to enable the Trust to assess the project's *outcomes. This should also include a report on *project measures.

Prior approval is required to alter proposed *outputs, *objectives, timeframes or budget changes greater than 10% (while being aware that project administration costs should never be more than 10% of the direct project costs)

You must comply with all conditions contained in the Grant Agreement.

You will be required to forward a tax invoice to the Trust for each instalment of the grant, plus GST if applicable

You must 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.

You must ensure that all procurement (purchasing) and employment is undertaken in line with your organisation's internal policies and guidelines.

All knowledge gained as part of the grant may be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust.

Who to contact if you need further help

If you require further help with your application, please contact the Program Administrator by phone on (02) 8837 6093, or by email at info@environmentaltrust.nsw.gov.au.

PART 5: Resources

Additional resources

The Trust strongly recommends that you consult with Government agencies that may be able to assist you with your application in terms of technical expertise or in-kind support such as CMAs, OEH or your local council.

A list of resources that may help you to prepare an application for an Environmental Restoration and Rehabilitation project can be found on the Trust's Restoration and Rehabilitation web page www.environment.nsw.gov.au/grants/restoration.htm.

Glossary

Definition

Activities
Are significant steps or actions that are needed to produce the identified outputs/outcomes. They map out the key steps for the project and set dates for ensuring the programs objectives are met. Your project activities should deliver outcomes that contribute to achieving project objectives.

Aims
A statement of what the project is hoping to achieve in the longer term.

Effectiveness
The extent to which the project outcomes are achieved by the project.

Efficiency
The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.

Evaluation
An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From an evaluation we can determine whether there might be more efficient ways of achieving results.

Local Organisation
Have founding documents which state organisational objectives or purposes that are strongly linked to a particular location, place or area.

Objectives
A statement of what you want to achieve. Objectives are specific, measurable, attainable and time-targeted. A good objective will be related to a measurable outcome.

Outcomes
The *result* of your activities. Outcomes may be direct or indirect results of project activities. Your project outcomes should move you closer to the achievement of your project objectives.

Outputs
Products, services or activities produced and delivered by a project to achieve project outcomes. Outputs include things that are part of your project but do not provide measurable results (such as progress and final reports).

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.

Project measures
Factors used to demonstrate the impact of a project. Project measures are used to determine if project objectives have been successfully met. They can be **quantitative** (numerical – how many more native plants are there now?) or **qualitative** (descriptive – how has the community said they feel about the site now?).

Photo points
Photo points are photos taken of the same site over time as a monitoring technique, providing an indication of change achieved.

Risk factors Things that could occur and, if they did, would have a negative effect on a project. The negative effect might be on the overall outcome and long-term sustainability of a project or delivery of a certain output.

Stakeholders
Are there 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.

Tangible
Real or actual