



# Protecting Our Places Program

Funding for Aboriginal people to care for their land

Guidelines for completing the 2014 Application Form



**Closing date: 5.00 pm 30 May 2014**

**Published by:**

NSW Environmental Trust  
PO Box 644, Parramatta 2124

Phone (02) 8837 6093  
Fax: (02) 9895 6548  
Email: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au)  
Website: [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au)

**Report pollution and environmental incidents**

Environment Line: 131 555 (NSW only) or [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

See also [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

ISBN: 978 1 74359 375 2  
OEH 2014/0019  
January 2014

*Cover Educating school children. Photo courtesy of Berkeley Public School Aboriginal Student Support and Parent Awareness*

## Part 1: How to use these guidelines

These guidelines are designed to assist you in completing your application to the Protecting Our Places Program.

For further information about the Protecting our Places Program, including eligibility criteria and suitable project ideas, you should refer to the [Protecting Our Places 2014 Program Guidelines](#).

There are two forms that relate to the application process. You can identify references to these forms and sections within them throughout these guidelines using the following key:

Application Form

Application Budget

You can download the above forms from the [Protecting our Places](#) web page.

## Part 2: Program objectives

Restoration objective	To restore or rehabilitate Aboriginal land or land that is significant to Aboriginal people
Education objective	To educate Aboriginal and other communities about the local environment and the value Aboriginal communities place on their natural environment

## Part 3: Project planning guide

As part of your application you are required to identify why your project is needed, how it will benefit the environment, and what activities you intend to undertake. Your application should be developed based on one or both of the objectives listed above.

This section will help guide you on how to develop and complete your application. Applications that do not include an obvious environmental benefit are unlikely to be approved. A hypothetical scenario has been provided throughout this guide to demonstrate how an applicant might go about addressing relevant sections in the application form.

### Need help?

If you require assistance, please contact us on  
(02) 8837 6093 or [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au)

## Application justification and vision

It is important to clearly describe why your project is needed and what you hope to achieve as a result of carrying it out. The technical committee responsible for assessing all applications will score the tangible environmental benefits of your proposed projects based on the information you provide here.

### Example

Refer to section B1

#### *Why is your project needed?*

A midden site of significant Aboriginal cultural value in the Rocky Shores LGA is being degraded by weed encroachment from nearby dunal areas and erosion caused by use of unformed beach access tracks. The site, totalling five hectares, and including endangered Bangalay Sand Forest, has gradually declined in condition and will continue to do so unless intervention actions are taken.

### Example

Refer to section B2

#### *What do you hope to achieve?*

The site condition will be enhanced and protected for the benefit of current and future generations. Local Aboriginal bush regenerators will be engaged to conduct weed control using methods appropriate to the site. Target weeds including Asparagus Fern and Bitou Bush will be reduced to a maintenance level for ongoing control by a volunteer group. Areas not showing signs of natural regeneration will be revegetated using local native species. Wildlife friendly fencing will also be installed to direct pedestrian beach traffic around the midden site to existing formed access paths, with signage installed to educate the local community of the site's cultural significance.

## Project partners

Organisations are encouraged to form partnerships with other groups that can assist in the implementation of your project. Collaboration with relevant local agency staff, volunteers and community leaders is essential in ensuring your project achieves the best possible outcomes.

### Example

Refer to section B3

#### *Who was, or is, involved in planning the project?*

A range of partners have assisted with input to this application. Rocky Shores City Council Natural Area Coordinator (Peta Jenson) has conducted site condition assessments and provided recommendations for locations of fencing as well as recommended plant species for revegetation. Rocky Shores NPWS Ranger (Jamie Marden) provided location mapping and guidance on effective use of educational signage in natural areas. The president of Rocky Shores Bushcare has also been involved with development of the project plan and in particular with approaches to weed control in the Bangalay Sand Forest EEC.



### Application Support

Local agency staff (e.g. council, National Parks or Local Land Services) can be a great help when developing your application.

If someone is helping you with your application make sure they are familiar with the program or have a copy of the Program Guideline.

## Connectivity

Information should be provided on what is already being done about the issue your project is addressing and how your project will build on this. Where you are proposing new or innovative ideas for addressing the issue, you should provide details on the reason for using this approach.



### The big picture

It is highly beneficial for your project to link with existing environmental projects and initiatives where possible.

On-going commitment to a local environmental issue is considered by the Technical Committee when assessing your application.

### Example

Refer to section B5

#### ***Is your project part of a larger, on-going program?***

This project links with a previous grant received by Rocky Shores Bushcare group which controlled a range of environmental weeds across 25Ha south of this site. Contractors and volunteers were engaged to control Bitou Bush, Lantana and Madeira Vine which was threatening pockets of Littoral Rainforest and Bangalay Sand Forest EECs. We (LALC) have previously run educational events targeted at school students as well the broader community at NAIDOC events on the significance of cultural sites within the Rocky Shores LGA. The National Parks and Wildlife Service have been actively managing Bitou Bush in the adjacent National Park with the help of Rocky Shores Bushcare.

### Example

Refer to section B6

#### ***Have you received, or applied for, any other funding from other organisations or grant programs to do work on this project or on this site?***

Our group currently has funds from Mid-Coast Local Land Services to target Lantana within the project site. The funding will allow these weed control works to continue until December 2015. If we are successful in our POP application we will co-ordinate our new program with these existing activities to ensure efficiency. However, we will ensure that all costings and reporting remain separate.

## Project activities

The activities you plan on undertaking to achieve your vision also need to be provided in your application. Remember to frame your activities around what you hope to achieve and set realistic completion dates. You will need to provide budget information for your activities in a separate budget form.



### Is my project achievable?

A well-considered list of activities will form the basis of your project planning. If successful in receiving a grant, you will need to expand on these activities in a detailed Monitoring and Evaluation Plan.

### Example

Refer to section B7

Activity	Completion Date
Form stakeholder committee to help guide project works. Committee will include Local Aboriginal Land Council (applicant), Aboriginal community elders, NPWS and local council staff, and a representative of local bushcare group.	Committee formed and initial meeting held by March 2015
Engage bush regeneration contractors and volunteers – 1 supervisor and 2 team members and 5 volunteers to undertake project works and monitoring.	Contractors and volunteers recruited April 2015
Conduct a baseline assessment to establish the current condition of the site: 6 photo points, 4 quadrats, weed density and distribution map and species lists.	Baseline assessment completed April 2015
Produce media release including information on the project goals and inviting community members to participate as volunteers in the on-ground works.	Released mid-May 2015
Undertake primary weeding across a 5 Ha area containing various weed densities, working from good areas to bad – 7hrs a day x 3 contracted professional staff and an average of 3 volunteers, 1 day a week for 26 weeks.	Primary weeding starts June 2015 and completed December 2015
Stakeholder committee meet and develop signage content and design. Engage manufacturer to produce three signs.	November 2015
Install 200 metres of wildlife friendly fencing around the midden site and three signs in prominent locations with educational content relating to the significance of the site and requesting pedestrians access the beach via alternate tracks.	Fencing and signage installed December 2015
Assess improvement in the site condition using field surveys and comparison with baseline data. Prepare and submit Progress Report with monitoring data and photo-points.	Progress assessment complete and Report submitted February 2016
Undertake secondary weeding of full area – 7hrs a day x 3 contracted staff and an average of 5 volunteers, 1 day a week for 18 weeks.	Commence April 2016 and completed September 2016
Revegetate areas not showing signs of natural regeneration using 500 local native plants with a minimum survival rate of 80%.	Planting completed October 2016
Run a field day including talks by community elders and demonstrations by the bush care team of weed control methods.	November 2016
Undertake planting and weeding maintenance and final assessment of field surveys. Analyse improvements in vegetation condition by comparing baseline data with all ongoing data collected. Take final photos at photo points.	Plants maintained November 2016
Prepare and Submit Final Report. Evaluate project outcomes.	December 2016
Maintain the site condition with occasional volunteer bush care days.	Beyond project timeframe

## Conflicts of interest

You are required to declare any real, potential or perceived conflict of interest that you may be aware of in relation to the awarding of a grant.

This is particularly relevant where the project is to be carried out by the applicant or a contractor closely associated with the applicant, or where the applicant will derive a personal benefit from the project. Each situation will be assessed on its merits and environmental need, and the governance arrangements in place to manage potential/ perceived conflict.

### Example

Refer to section B9

***Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, employment, salaries and/or contractor payments.***

The son of a member of the Local Aboriginal Land Council (applicant) owns and runs a bush regeneration business in the local area. A competitive process in line with government standards will be run when appointing a contractor and evidence will be provided to the Trust of the selection of the most suitable candidate.

## Maintaining the project outcomes

It is important to provide information on how the project outcomes will be maintained beyond the life of the project. Maintaining a site is often as important to the overall environmental outcomes as conducting a project in the first place.

### Example

Refer to section B10

***What will you do to maintain the project outcomes after funding finishes?***

The Rocky Shores bushcare group will be engaged throughout the project to assist with weed control activities and will continue to provide maintenance weeding beyond the completion of this project. Council have also committed to conducting annual assessments to monitor site condition.

## Part 4: Application budget

The budget is an important component of your application. You will need to provide a detailed breakdown of your anticipated project costs. For further information on how to complete your budget, please refer to the budget template and read the '**step by step guidance**' section.

You can download a copy of [Application Budget](#) from the website.

### Need help?

If you require assistance, please contact us on (02) 8837 6093 or [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au)

## Part 5: Assessment criteria

Selection for NSW Environmental Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by the program's independent Technical Committee against the assessment criteria set out in the following table. Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion.

<b>Assessment Criterion 1</b>	Tangible environmental benefits
<ul style="list-style-type: none"> <li>clear explanation of the environmental issue to be addressed</li> <li>demonstrated need for the project, based on how it will make a difference to this issue</li> </ul>	Refer to B1 – B2
<b>Assessment Criterion 2</b>	Consistency with program aims and objectives
<ul style="list-style-type: none"> <li>how well the project fits with the program aims and objectives and how likely it is that it will achieve the results planned for</li> </ul>	Refer to B1 – B2
<b>Assessment Criterion 3</b>	Efficiency and effectiveness
<ul style="list-style-type: none"> <li>activities clearly targeted toward addressing the environmental issue</li> <li>degree of awareness of, and collaboration with, stakeholders who are involved in the same environmental issue</li> <li>Consideration of adequate time frame for achieving activities</li> </ul>	Refer to B3 – B15
<b>Assessment Criterion 4</b>	Demonstrated ability to deliver the project to a high standard
<ul style="list-style-type: none"> <li>degree of consideration to project roles and responsibilities</li> <li>new or different idea</li> <li>degree of community involvement and how this will be achieved</li> <li>appropriate expertise in relevant field and project management skills</li> <li>examples of similar work or projects undertaken</li> </ul>	Refer to B3 – B15
<b>Assessment Criteria 5</b>	Value for money
<ul style="list-style-type: none"> <li>the total budget is adequate to achieve the project activities and will ensure the success of the project overall</li> <li>the likely environmental impact of the proposal relative to the funding requested</li> <li>how well the project will be managed in the long term after funding is requested</li> </ul>	Refer to B3 – B15
<ul style="list-style-type: none"> <li>appropriateness of the total budget for: <ul style="list-style-type: none"> <li>Materials and other direct project costs</li> <li>Professional expertise</li> <li>In-kind support (e.g. equipment, machinery) from other organisations</li> <li>Voluntary expertise/labour</li> </ul> </li> </ul>	Application Budget

## Part 6: Additional application requirements

### Attachments

Any additional material submitted with your application must be kept to a minimum. This is particularly important when emailing your applications e.g. maximum 2-page extract of Management Plan rather than the whole plan.

Please limit the number and size of attachments as large attachments will not be forwarded to the Technical Committee (the Committee).

Example of an acceptable number of attachments:

1. Maps (A4)
2. CV Extracts (maximum 2 pages each)
3. Photos of project site showing issue to be addressed
4. Letters of support
5. Plan for longer term (staged) projects (maximum 2 pages)

### Longer term projects

If your project is part of a long-term plan and therefore you intend on applying for more funding in future years to be able to continue works on your site or expand in to adjacent areas, then you should provide a strategy for how what you intend to do. You should clearly outline how the outcomes from this project will be capitalised upon under any potential future projects. You should include details of what other work needs to be done in the future if more funding can be secured to achieve your long-term goals. This information should be attached (maximum 2 page plan).

### Project location

A location of either your main project site, or alternatively if the project is to run from multiple locations the main office from which the project is conducted, is required. You can either identify the longitude and latitude of your project or office using a conventional map or visit [Google Maps](#). To find your project location, right click on the map on the project location and in the menu that appears select "what's here". The co-ordinates will appear in the search box above the map. Please provide the co-ordinates shown for both latitude and longitude in the spaces provided in the Application form. You should provide the coordinate in **decimal degrees** to at least four decimal places. **For example, Latitude = -33.1544, Longitude = 150.5411**

### Maps

Maps are an **essential** component of your application. A good map allows the Committee to better assess your project. All elements outlined in your application should be described in the map/s provided e.g. state/regional perspective for large-scale projects or more detailed local map for smaller projects.

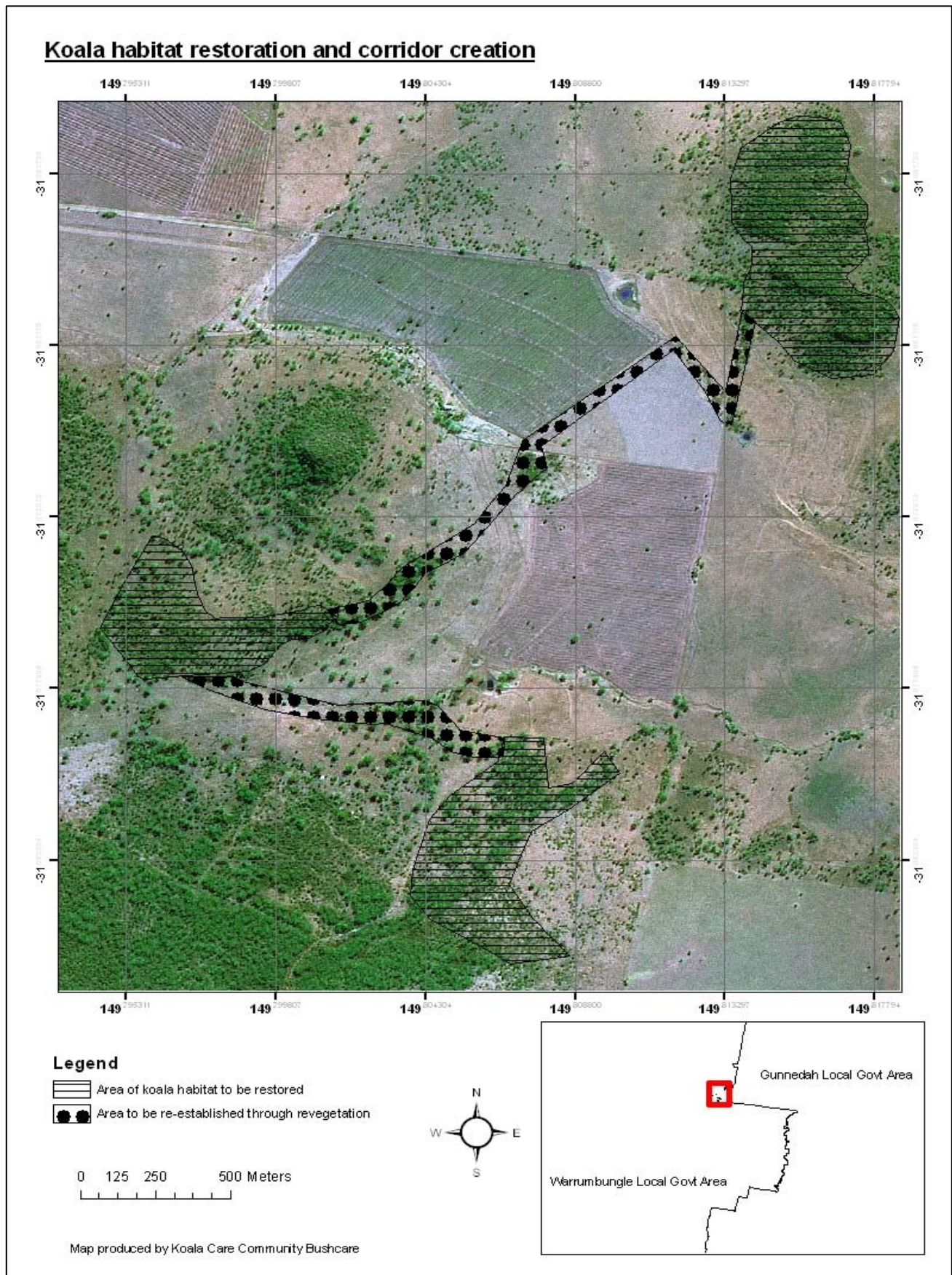
Approaching project partners for assistance with producing mapping is recommended if you are unable to produce a map which meets the below requirements. Google Earth or similar freeware can be used to produce a basic map, including points, lines and polygons to display locations of proposed activities.

Maps should:

- be **A4 only** (anything larger than A4 will not be sent to the Committee, provide more than one map if the site cannot fit on one page)
- be **to scale** and must have a readable scale bar. The scale must not be over 1:5,000.
- include imagery (satellite or orthophoto\*)
- include contour lines to help show the topography of your site, particularly where a small, steep area is proposed as the works site
- show where north is with a **North Point**
- include a **Legend**
- show location of proposed **activities** e.g. weeding, planting, fences, signs, boardwalks, etc.
- show existing **bushland** boundaries
- show other relevant **existing features** e.g. gates, roads, tracks, fences, buildings, waterways.

\*An orthophoto is an air photo of the landscape which has been corrected to a uniform scale.

## Example of suitable map



## Part 7: If your application is successful

If you are successful in receiving a grant, you will be required to further develop your project planning to include a set of Project Measures, a Risk Assessment Plan and a Monitoring and Evaluation plan.

### Project Measures

The Trust has a list of [standardised project measures](#) on their website, which may be relevant to your project. Some are compulsory for inclusion.

You should include any specific project measures relevant to your **Protecting Our Places project** in addition to those in the list.

### Resource

[Project measures](#), which are captured in an Excel spreadsheet available on the Trust website, allow successful applicants (grantees) to set annual targets which are then reported against as part of each progress report.

### Example

Project Measure	Total Projected (the output you aim to achieve by undertaking the activity)
<i>Number of committees formed</i>	<i>1</i>
<i>Number of stakeholder groups engaged</i>	<i>4</i>
<i>Number of individuals engaged</i>	<i>20</i>
<i>Number of contractors engaged / hours</i>	<i>3 / 924</i>
<i>Number of volunteers engaged / hours</i>	<i>5 / 924</i>
<i>Area primary weeded</i>	<i>5 Ha</i>
<i>Area follow-up weeded</i>	<i>5 Ha</i>
<i>Area regenerated</i>	<i>4 Ha</i>
<i>Area revegetated</i>	<i>1 Ha</i>
<i>Number of plantings</i>	<i>500</i>
<i>Survival rate of plantings</i>	<i>80%</i>
<i>Length of fencing installed</i>	<i>200 metres</i>
<i>Area protected by fencing</i>	<i>0.5 Ha</i>
<i>Educational materials developed (signs)</i>	<i>3</i>
<i>Individuals potentially reached</i>	<i>2000</i>

## Risk assessment

In this question you will be asked to address the potential difficulties and risks that could hinder the progress of your project and how you intend to manage that risk.

### Example

Risk factor	How risk will be managed
1. <i>Activities not being completed on time</i>	1. <i>Regularly monitor progress and revisit monitoring and evaluation plan.</i>
2. <i>Project going over-budget</i>	2. <i>Regularly monitor expenditure against budgeted funds.</i>
3. <i>Adverse weather conditions (drought / prolonged wet)</i>	3. <i>Plan activities to coincide with most suitable period of the year.</i>
4. <i>Revegetation survival rate lower than expected</i>	4. <i>Use suitable species of local provenance and maintain plantings during period of adverse weather conditions. Make allowance in the budget for replacement plantings.</i>
5. <i>Weed regrowth greater than anticipated</i>	5. <i>Regularly monitor and evaluate vegetation condition. Ensure contractor is aware of situation and can prioritise works accordingly.</i>
6. <i>Project manager resigns</i>	6. <i>Ensure that committee members are aware of project progress and/or issues that arise and that member could take over if necessary.</i>

## Monitoring, evaluation and reporting

Successful applicants will be required to submit the following documents throughout the life of the project:

### Monitoring and Evaluation Plan

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

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

A template of the [M&E Plan](#) is available on the Trust website.

### Reporting

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

Understanding how your project has made a difference and conveying this accurately to the Trust is important in helping to guide future funding and environmental management decisions.

A [reporting template](#) is available on the Trust website.

## Glossary

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