Restoration and Rehabilitation Program

2016/17 How to complete your application

Closing date: 3pm Monday 26 September 2016

Image source – Murrumbidgee Catchment Management Authority, 2010
Landscape scale restoration of the Hay Rangelands (NSW)

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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See also www.environment.nsw.gov.au

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Before reading this guide

For further information about the Restoration and Rehabilitation Program, including eligibility criteria, please refer to the Restoration and Rehabilitation program guidelines.

How to use this guide

This guide is designed to provide step by step guidance to help you complete and submit your application to the Restoration and Rehabilitation grants program.

The application consists of the following parts:

Part 1 Application Form PDF Document	Part 2 Application Budget Excel Document	Part 3 Support Documents (Attachments) Word Document

These documents are available to download from the Trust's website.

Enquiries or questions

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

How do you apply?

Step 1

Download and read the Program Guidelines

Step 2

Open the Application Form, rename and save.
Save a copy of the Application Budget form.
Both forms are available on the on the Trust's website.

Complete the forms using this application guidance.

Step 3

Email your entire application, including:

- Application Form
- Application Budget
- Supporting attachments

apply@environmentaltrust.nsw.gov.au

by

3pm Monday 26 September 2016

Late applications will not be accepted

Important Information for Step 3

- A maximum of **3** applications can be submitted per organisation, of which **2** may be funded.
- Applications must not be larger than **10MB**
- Email is the preferred submission method. However, you may also post an electronic copy on a USB:

The Administrator, Environmental Trust
PO Box 644
PARRAMATTA NSW 2124

Step 4

The Trust will acknowledge receipt of your email **within 2 working days.**

Within three weeks of the closing date you should expect to receive a confirmation email with a unique reference number for your Application. This reference number should be used in all correspondence to and from the Trust

TIP for Step 4

If you have not received notification of receipt of your email within 2 working days, it is your responsibility to contact the Trust to ensure that your application has been received.

See Program Guidelines for an overview of the assessment and approval process following submission of your application.

Part 1: Application form

About the application form

The application form is split into eight parts.

Part A	Registration
Part B	Project summary and justification
Part C	Project planning
Part D	Project delivery
Part E	Referees
Part F	Authorisation
Part G	Feedback
Part H	Application submission

Note:

While there are two streams to the program, there is only one Application Form. Look for the following icons for information specific to each funding stream.

Community

Government

All applicants should use the step by step guidance provided in this guide when completing each section of the Application Form.

Guidance is also provided on what the Technical Review Committee (TRC) will be looking for when they assess applications. The full assessment criteria used by the TRC, and information on how your application will be assessed can be found in the Program Guidelines.

Important information

The answer boxes on the Application form are set in size and will not expand or allow you to type beyond the boundary of the answer box.

Part A: Registration

Questions A1 to A3: Applicant organisation details

This section provides background information about your organisation and its ability to manage the project. See page 4 of the Program guidelines to check the eligibility of your organisation to apply for a grant. Each funding stream (community and government) has different eligibility requirements.

Important

Please ensure that your organisation meets the eligibility criteria before submitting your application.

Question A4: Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of $10 million, workers compensation and volunteer insurance. You are also required to ensure the policy remains active over the full duration of your project.

Question A5: Previous Environmental Trust funding

If your organisation has received grant funding from the Trust previously or has a pending project, you must provide details of the relevant projects and their current status (i.e. on-track, overdue, delayed, acquitted, pending etc.). If you require information to complete this table, the Trust can assist you

Tip

Past and current performance of applicants will be taken into consideration during the assessment process.

Question A6: Other grant funding for the project site

If your organisation has received grant funding for activities on the proposed project site from another source, please provide all relevant information.

Question A7: Organisation function

Provide details of how your organisation makes decisions, the names of the relevant office bearers, the size and history of the organisation. This includes the number of members you have if you are a membership based organisation.

Community

Questions A8 to A9: Nominating an administrator

Community groups/organisations may nominate another organisation to administer grant funds on their behalf. If your organisation is not incorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation or government entity to be eligible to apply.

Tip

It is still expected that the project will be led by the applicant - not the administrator or other service provider.

Community

Question A9: Contact details for administrator

The administrator must be a legal not-for-profit entity and Grant Agreements are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee’s behalf and the preparation of financial reports.

An agreement should be reached between the grantee and the administrator in relation to project management.

Part B: Project summary and justification

Questions B1: Project title

Provide a title for your project in 68 characters or less (includes spaces). If your application is successful, this project name will be used on all grant documentation and for promotional purposes.

> **Tip**
>
> The title should be self-explanatory and where possible, include the location name.

Questions B2: Geographic reach and site ownership

Describe the geographical extent of your project. Provide the name of the site (if it is named), an address and a general description of the location**.**

Please specify the local government area (LGA), state electorate and Local Land Service area. If your project has a state-wide benefit, write state-wide. This information is required for program reporting purposes.

> **Tip**
>
> A4-size location maps and site plans of your project must also be included with your application
>
> (see page 19, attachments)

Please provide the coordinates for your project location in decimal degrees. You can find these using a conventional map or visit Google Maps. 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. Copy these co-ordinates into the latitude and longitude spaces provided in the application form. For example:

Latitude 33.818577 **Longitude** 151.006077

Advise who owns the land on which the project will take place, and whether permission has been obtained.

Question B3: Biodiversity Investment Opportunities Western Sydney and Illawarra

The Biodiversity Investment Opportunities Map (BIO Map) is a key deliverable of the NSW Government's $40 million Green Corridors program. The program aims to achieve better biodiversity outcomes by directing biodiversity investment funding to the strategic locations of greatest benefit.

The BIO Map has been developed as a pilot to identify areas for priority investment in the Cumberland sub-region (western Sydney) and Illawarra. To find out if your site has been identified or has linkages, please visit the Bio Map.

If your application is successful you will need to provide proof of support/approval.

Question B4: Budget and timeframe

Your project should be structured into logical components based on outcomes, outputs, resources and timing. The structure of your project will determine the timing of progress reports and progress payments.

For this structure, the Environmental Trust uses the terminology of **project stages**. In most cases, each stage of your project will equate to around 12 months, but the Trust allows some flexibility in how you structure each stage so that you can tailor your plan according to need (e.g. availability of contractors over Christmas/peak periods, optimal time for treating the target weed species, responding to regrowth after primary treatment etc.).

These are the Trust's requirements for your project structure:

- Grants can be between $5,000 and $100,000 in total.
- Your project must start between 1 August 2017 and 1 October 2017.

Applications seeking $20,000 or more

- When determining the duration for each stage of your project, note that the Trust favours projects of around 2 to 3 years' duration. Those that allow funds for follow-up monitoring and adaptive management in stages 2 and 3 are more likely to be funded.
- Applications with a project timeframe of less than two years in duration will not be funded.

> **Tip**
>
> To trigger progress payments, you will need to submit a progress report.
>
> Think about how you will demonstrate that you're ready to move to the next stage of your project, and are ready for the next payment.

- The Trust will fund projects that consist of at least of two stages. A minimum of six months for each stage will be accepted. This is to ensure that follow-up monitoring and site maintenance are carried out, and there is time respond to any problems that might occur following primary works.

Example

	Start	Completion
Stage 1	1 August 2017	28 February 2018
Stage 2	1 March 2017	28 February 2019

> **Tip**
>
> How will you ensure that primary weed control is followed up with secondary treatment? What will you do if weed regrowth is more vigorous than expected, or if the site has not responded to treatment in the way you expected? For further advice on what is considered to be best practice in bush regeneration projects, see Appendix A

Budget structure

- Your budget should be structured so that no more than 70 per cent of grant funds are spent in the first 12 months of the project.
- Ensure that your funding structure agrees with figures shown in Application Budget.
- While projects may continue beyond the Trust funded period, the grant funding for this propsal is limited to three years duration. All Trust funded works must be completed no later than October 2020.

Example

Timeframe			Funding requested ($)
Indicate start and completion dates for each stage. It is important to read page 5 of the guidelines – Trust requirements.			
	Start	Completion	
Stage 1	1 August 2017	31 March 2018	45,500
Stage 2	1 April 2018	31 May 2019	20,500
Stage 3	1 June 2019	31 May 2020	15,000
Total			81,000

Project justification

What are the Technical Review Committee looking for?

Tangible environmental benefit

- A clear explanation of the environmental issue to be addressed
- A demonstrated need for the project and appropriateness of proposed actions
- The will make a clear contribution toward the Restoration and Rehabilitation objectives (refer to Program Guidelines)

Questions B5: Why is your project needed?

Describe the project need and how it will bring about benefits to the environment:

- What is the environmental issue?
- What problems need fixing, or why is community engagement is needed?

Tip

To be successful your project must have tangible environmental benefits.

Questions B6: What do you hope to achieve?

Describe the likely outcomes which would result from your project:

- What will success look like?
- How will it be achieved?

You also need to explain how your project will address the needs of stakeholders affected by the issue and/or the users of the site. This includes the general public.

Tip

You should describe what success would look like at the end of the project, rather than the long-term (final) vision for the project sites.

Question B7: What studies, reports, assessments or plans exist for the site and/or the issue? Please explain how your project addresses them.

List any relevant studies, assessments or plans that exist for your project site and/or the issue you are addressing (e.g. local environment plans, catchment action plans, vegetation management plans, state of the environment reports, etc.). Please include 'who' produced the document and 'when' it was produced. You must also explain how your project will address the issues, problems and/or recommendations contained in the reports.

Question B8: If there are no reports, assessments, or plans, what is the scientific/technical/other basis for your assessment of the environmental issue?

Not all sites or environmental issues have specific reports, assessments or plans. If there are none available, you must explain to the Trust the scientific / technical / other basis for your assessment of the site and/or issue. You must be able to justify why you are proposing to undertake the project.

Question B9: Is this project part of a larger, on-going program?

Please address what is already being done about the issue/problem you are addressing: How does your project fit in with the larger program? How is it different? How will your project build on this work?

Questions B10: Core business

- The Trust will not fund projects that are clearly the core business of local or state government authorities, private landholders (e.g. Class 1 – 2 Noxious Weeds) or the applicant organisation. Core business can be difficult to define as it varies for different organisations. Please see eligible and ineligible activities in the Guidelines for more information on noxious weeds.

- As a general guideline core business is the key or essential business or legal responsibility of an organisation. The Trust will not fund core business, however, will consider funding works that are related to, yet additional in nature to the organisation's usual work or responsibilities.

> **Tip**
>
> '*No internal funding is available*' is **not** an acceptable reason for seeking a grant for an organisation's core business.

Question B11: If your project involves treatment of environmental weeds, please list the species and classification for the LGA where works will take place

The Trust will not fund works that primarily target Class 1-2 Noxious Weeds. These weeds are considered to be the core responsibility of landowners and are enforceable by the local control authorities.

Likewise, projects proposing control of Class 3 or 4 environmental weeds as the primary focus of the project will also not be funded. However, projects where Class 3 and 4 environmental weeds are part of a suite of weeds being treated may be funded where they pose a direct threat to a threatened species or Endangered Ecological Community (EEC). Financial co-contributions from project proponents may be taken into consideration in these situations.

See Eligible and Ineligible Activities in the Guidelines for more information, and check the DPI WeedWise webpage for advice on weed species.

Question B12: Does your project involve any Endangered Ecological Communities (EECs)?

As part of the planning process, the presence of EECs at your project sites should be investigated. The Trust suggests that applicants should contact specialist Office of Environment and Heritage (OEH) staff prior to submission. Please call the OEH Environment Line on 131 555 and ask to speak to your nearest Ecosystems and Threatened Species Regional Operations officer. Confirmation of your discussions, including the name of the officer you consulted with, will be required in your application.

Questions B13: Does your project involve any threatened species?

As part of the planning process, the presence of threatened species at your project sites should be investigated. Refer to the Saving Our Species database to search for listed species which may be present on your project sites. The Trust also recommends that applicants contact your nearest Ecosystems and Threatened Species Regional Operations officer when preparing your application to discuss threatened species found on your site (after an initial SOS database search).

> **Tip**
>
> OEH is implementing a new threatened species program called Saving Our Species. You can use this program to identify the types of management actions required for threatened species relevant to your project sites.

Question B14: What permits/licences are necessary for you to undertake your project?

If your project relates to threatened species/endangered ecological communities, **you will need a licence from OEH**. If your application is successful you will be required to supply the Trust with evidence showing you have obtained permits at the appropriate time. The Trust suggests that you contact your nearest Ecosystems and Threatened Species Regional Operations officer for further information and advice.

Part C: Project planning

What are the Technical Review Committee looking for?

Project objectives, planning and methodology

Project objectives

- objectives clearly targeted towards achieving expected outcomes
- Project demonstrates long term benefits beyond the life of the grant

Planning and methodology

- sound project planning and methodology
- how well the identified monitoring activities demonstrate the success of the project
- how well the proposal addresses risk factors that have the potential to jeopardise the achievement of expected outcomes
- feasible time frame for achieving proposed objectives

Questions C1: Project planning

This section is designed to help you develop an effective project plan, demonstrate why your project is needed, what it will achieve, and what activities you intend to undertake

Tip

See the glossary at the end of this document for definitions of terms such as objectives, outcomes and activities.

How many objectives should I have?

You should have a **maximum of three** objectives. Many restoration and rehabilitation projects may only have 2 targeted objectives. If you find that the activities you are listing are being repeated under several objectives then it may be better to combine them.

Example

If you believe your objectives to be:

- to restore degraded koala habitat in three locations
- to re-establish koala habitat and enhance corridor linkages by revegetating areas to create 10,000 square metres of habitat
- to improve habitat quality for koalas

The activities to achieve these three objectives are similar and would overlap, so we suggest that you roll this in to one objective:

- To rehabilitate and establish good quality connected koala habitat over a 10,000 square metre area of land.

How much detail is required?

We encourage you to incorporate a similar level of detail as provided in the example on pages 11-13. When completing your project plan use one table for each objective you have for your project and leave the others blank.

Are your objectives achievable?

It is essential that once you have written your objectives and the activities that will achieve them that you think about what 'successfully' meeting that objective will look like. How will you know if you've been successful? How will you measure success? 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.

Tips for writing objectives

When setting your project objectives, ensure they are SMART:

Specific
Measurable
Achievable
Realistic and
Time bound

Consider what 'successfully' meeting each objective will look like and how you will know if you've been successful, i.e. how will you measure success?

The more links you can make to the assessment criteria, the more competitive your application will be.

Example 1 – this will need to be consistent with the application form and updated M&E

The following examples are based on a hypothetical restoration and rehabilitation project. The example provided is a three stage project from August 2017 to August 2020.

OBJECTIVE 1	To increase community awareness and knowledge on the importance of managing foxes, cats and dogs, to prevent predation on the endangered yellow-bellied gliders, and to decrease the removal of old and dead trees from the forest to protect the gliders habitat.
What will success look like if you achieve this objective?	Community awareness of this issue has been raised through a communication plan. Site visits to the reserves has established that the removal of old/dead trees has decreased. Signage and conversations with stakeholders at the sites also demonstrate the increased community awareness, and there are more pet owners keeping their dogs on leads and their cats secured at night. A targeted media release has occurred and articles have appeared in the local papers, which have generated many letters to the editor about the issue. The number of visits to the website is being continually monitored (increasing – 5000 visits to the website) and footage of glider activity is regularly being placed on the website (5 short videos).

Activity (Significant steps or actions that are needed to produce the identified objective)	**How will progress be measured?** (Record the number of people trained transects to assess vegetation present etc.)	**Stages undertaken** (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)
Form a focus group of community members to determine the key messages/call to action and the methods of communicating the messages and develop in to a communication plan.	Attendance records and meeting minutes.	Stage 1
Develop a targeted media release for issue to the local papers to create awareness of the project and the endangered nature of the glider.	Record the readership of newspaper; Record of the number of articles written and printed; number of calls or interest generated from the articles.	Stage 1; Stage 2; Stage 3
Engage designer to develop the interactive website and mobile application to monitor glider activity.	Number of website visits; number of community comments added to the site.	Stage 1 and 6-monthly monitoring of web activity thereafter
Install a web cam in an area where yellow-bellied gliders reside in a tree hollow and provide live footage to the council's website and council's foyer.	Record of number of sightings added to the web page; survey random visitors to the Council for their opinion on the web cam and any activities they may have changed.	Stage 1; Stage 2; Stage 3
Work with local vets to develop interesting and informative signage for display at their centres to encourage responsible cat and dog ownership.	Reduction in number of dogs collected by the pound; anecdotal feedback from the vets.	Stage 1; Stage 2; Stage 3
Develop text, graphically layout and install signage at the main access point to area, signage on the glider and its habitat and key things locals can do to assist the gliders survival i.e. not removing trees.	Reduction in number of newly felled trees by undertaking quadrat surveys.	Stage 2; Stage 3

Example 2

OBJECTIVE 2	To rehabilitate 10,000 square metres of land to a quality that provides habitat for the endangered yellow-bellied glider *(Petaurus australis)*
What will success look like if you achieve this objective?	Volunteers have been engaged and are working together with staff to rehabilitate the land, and works are undertaken in accordance with the threatened species recovery plan. Assessment of the site has occurred at baseline (project start) and throughout the project at intervals which demonstrates the increase in gliders to the area. Plantings have been completed and are demonstrating greater than 90 per cent survival rate – volunteers are watering following a watering plan as required to maintain the plantings. Nest boxes have been constructed and are frequently checked to ensure gliders are using the boxes (and not undesired species).

Activity (Significant steps or actions that are needed to produce the identified objective)	**How will progress be measured?** (Record the number of people trained, transects to assess vegetation present etc.)	**Stages undertaken** (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)
Liaise with the Office of Environment and Heritage to get advice on threatened species management.	Record of conversation and advice received, assess relevance and usefulness of advice.	Stage 1
Engage contractors and volunteers to undertake works.	Record contractor and volunteer hours via attendance sheets.	Stage 1; Stage 2; Stage 3
Conduct a baseline assessment to establish the current condition of the site and develop site work plan. Ensure a count on trees with hollows and nesting gliders are recorded and know fox habitat is recorded.	Establish and then revisit photo reference points and transects/ quadrats and complete initial, progress and final field surveys.	Stage 1; Stage 2; Stage 3
Undertake primary and secondary weeding with a focus on areas that may harbour foxes.	Undertake transect and quadrat survey and compare to baseline survey. Record area and weeds removed.	Stage 1; Stage 2; Stage 3
Revegetate areas not showing signs of natural regeneration.	Prepare a watering plan (if needed) and assess plant health regularly; Record number and type of plants planted; and percentage survival. Undertake transect and quadrat survey and compare to baseline survey.	Stage 2; Stage 3
Construct and install nesting boxes in areas where no hollow logs are present for nesting.	Number of nesting boxes installed; number of nesting boxes being used.	Stage 1; Stage 2; Stage 3

Example 3

OBJECTIVE 3	To reduce fox predation on the yellow-bellied glider
What will success look like if you achieve this objective?	The workshop was held and achieved good attendance with 100 people participating. Follow-up with participants shows that the messages delivered have increased education and awareness, and the take-home messages are being implemented by behaviour change. Five farmers joined the baiting program. The fox baiting program was undertaken and monitoring has shown a 70 per cent reduction in fox population on the sites.

Activity (Significant steps or actions that are needed to produce the identified objective)	**How will progress be measured?** (Record the number of people trained, transects to assess vegetation present etc.)	**Stages undertaken** (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)
Increase knowledge of fox predation as a key threatening process and control methods for foxes by conducting a workshop.	Pre and post workshop evaluation of attendees.	Stage 2
Run a stall at the local farm field days to encourage farmers to undertake a baiting program on their properties and to raise awareness of foxes being a key threatening process for the glider.	Record of farmers visiting the stall; survey of farmers with regards to baiting.	Stage 2
Develop and conduct a fox baiting program in the rehabilitated area.	Survey fox populations in the area at commencement of project and then yearly and at the end of the project.	Stage 1 Stage 2 Stage 3

Question C2: Project measures.

How will you measure your success? The Trust has a list of Project Measures that may be relevant for your project. You should also include additional measures that are unique to your project where relevant.

Tip

- You may not be able to fit all of your project measures in the table. Please include those you consider to be most important to the success of your project.
- You should provide **at least 10 project measures** in your application form. More examples have been provided below to help you identify measures relevant to your project.
- If your application is successful, you will be required to further develop your project measures into a Project Plan (Monitoring and Evaluation Plan).

Example

Project measure (list the measures that will enable you to determine if the activities/objectives have been achieved e.g. number of participants, area weeded etc.)	**Total projected** (list the projected result of your project measure)
Number of visits to the website	5,000
Number of glider sightings submitted by the public	100
Number of volunteers	20
Number of volunteer hours	1,000
Number of gliders inhabiting the area	20
Area regenerated	10,000 square metres
Number of known fox harbouring areas removed	10
Area weeded	6,000m^2
Number of plantings	2,000
Survival rate of plantings	90 per cent
Area revegetated	2,000 square metres
Number of gliders using nesting boxes	8
Number of farmers to visit the display (individuals engaged)	20
Number of farmers that commenced baiting	5
Number of baits installed	100

Question C3: Risk assessment

In this question you are 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 will risk be managed
Poor quality effluent, stormwater or tail-water draining into wetland channels or pipes draining wetlands	Meet with adjoining property owners and discuss objectives of the project and strategies for alternative management of drainage.
Catastrophic event (e.g. fire, vandalism).	Note and record regeneration, replant if necessary. Improve education of local community.
Area heavily grazed.	Meet with stock owners and discuss objectives of the project and strategies for management of grazing
Change of ownership of site.	Discuss ongoing management with new owner
Feral animals found.	Fencing, active pest control (shooting, poisoning, biological control, ripping, etc.). Seek advice from qualified personnel.
Weed regrowth.	Active weed control (weeding, mulching, poisoning, etc.).
Loss of site inventory and photographs.	Ensure inventories and survey results are presented electronically and in hard copy and kept in two places.
Change of project manager.	Have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress. Project manager provides updates as monthly committee meetings.
Climatic conditions prevent project completion by the due dates (e.g. drought, flood).	Review and adjustment of project plan to accommodate changed tasks and timelines. Variation request will be sent for approval to NSW Environmental Trust.

Questions C4-C5: Longer term projects and maintenance of works

If works funded through a Restoration and Rehabilitation grant cannot be completed over the life of a grant (e.g. bush regeneration works will often take 10 years or more) or will need to be maintained after the life of the grant, then details must be provided about how the project outcomes will be maintained, and who will carry out the work.

Tip

The Technical Review Committee is particularly interested in the long term maintenance of the project (beyond the life of the grant).

A property or conservation agreement over the site, or some other form of long term management commitment, may make your application more competitive as it better guarantees long term maintenance.

If you have a large project, you may consider breaking it up into smaller stages. This may allow you to undertake the project at a pace that is within your organisations capacity (especially your long term maintenance capacity). In other words, don't bite off more than you can chew!

Part D: Project delivery

What is the Technical Review Committee looking for?

Capacity to deliver

- Demonstrated knowledge, skills and expertise in relevant fields of the applicant and/or project partners.
- Degree of community involvement and how this will be achieved.
- Capacity and commitment to undertake and complete the project.
- Demonstrated commitment to continue to support the project's outcomes beyond the life of the grant.

Question D1: Who was involved in the planning and development of the project?

Describe who you have talked with or still need to talk with/work with to get a better understanding of the issues, or to gain approvals/ permits for your project (e.g. Landcare, Local Land Services, OEH (e.g. Ecosystems and Threatened Species Officers) and other environmental groups). How have you consulted with public authorities (federal, state or local) about the site or the issue?

Tip

You should provide evidence of key project partners' support when submitting your application.

See page 19 Attachments.

Do not underestimate the importance of partners and collaborators 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.

Question D2: Who is involved in undertaking or managing the project?

Please provide information about **all the people**, both paid and voluntary, who will be involved in your project. To ensure the project's success please ensure that there are adequate levels of supervision, skills, knowledge and support available throughout the project.

Note: While contractors may assist you in developing your application, if the application is successful, you will be required to undertake a competitive tender process for all contract works valued over $30,000.

Example

Role in project (job/function)	**Who is undertaking that role?** (name/organisation)	**Previous experience**	**Funded by?**
Project Manager	Stuart Burton, Blue Sky Council	Significant project management experience (10 years with council)	Blue Sky Council
Project Officer	Merit Selected Recruitment		Trust funding
Volunteer Co-ordinator	Jo Brown, Coastal Landcare Network	Bushcare volunteer 15 years	Coastal Landcare Network
Bush Regeneration Contractor	Open Tender Process Regen	Significant experience in local vegetation communities and bush regeneration	Trust funding

Question D3: Previous experience

The Technical Review Committee will consider any previous experience your group has in implementing environmental projects, as well as their scale and effectiveness.

Question D4: Relevance to local area

You should outline how your group is associated with the local environment and community in which your project will take place.

Question D5: Funding of existing employees

The Trust will not pay for staff already employed by your organisation (or a project partner organisation) that will be supervising/project-managing or working on the project as part of their usual duties. The Trust may however, pay for staff specifically employed on your project (in addition to their usual duties) and you may include these costs in your application. Salaries for existing staff can factored in to the project as an 'in-kind' contribution.

You will need to provide clear justification for the funding of any existing employees to ensure there is an open and transparent process for the employment of all persons involved in the delivery of your project.

Question D6: Declaration of conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest that they 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.

Part E: Referees

Referees should be external to your organisation and not be actively involved in the project. However they must be able to attest to either your organisation's capability to undertake the project, or the merit of the project itself.

Your nominated referee should be available between in October and November 2016. If they are not available at any period during this time, please notify the Trust or select a different referee.

Part F: Authorisation

Ensure your application has been authorised by a senior manager or senior officer bearer of your organisation that has the delegation to make commitments on the organisation's behalf.

If your project will be administered by another organisation, your application should also be authorised by a senior manager of that organisation.

Part G: Feedback

Questions 1 to 5

The Trust uses feedback to help guide future program documentation design. Please take a few moments to provide this information.

Part 2: Application budget form

What are the assessment panel looking for?

Value for money

- extent to which the budget supports the project objectives and whether it will ensure the viability of the project overall
- the likely environmental benefit of the proposal relative to the amount of grant funds
- the reasonableness of the budget items
- appropriateness of the mix in the total budget between:
  - materials and other direct project costs
  - professional expertise
  - In-kind support (e.g. equipment, machinery) and/or cash contributions from applicant and other organisations voluntary expertise/labour

You will need to provide a detailed break-down of your anticipated project costs.

For further information on how to complete your budget, please refer to the Application Budget and read the step by step guidance section.

Tip

Budget considerations

Consider whether your proposed budget includes costs that would be considered reasonable expenditure of public funds. Will it withstand public scrutiny? For example, modest catering (e.g. sandwiches and fruit, sausage sizzle) for all-day workshops or public events would be considered by the Trust as reasonable, as would tea and biscuits for committee meetings. Lavish catering would not.

Part 3: Attachments

Attachments can be an important component of your application. However, you should be mindful that they should be kept to a minimum. Bear in mind that emailed applications must not be larger than **10MB** including all attachments.

Essential attachments

Maps

The only **essential** attachment that you need to provide is a map. A good map demonstrates the scope of your project, and it assists the Technical Review Committee to assess the scale and definition of your project area. On ground activities outlined in your application should be specifically displayed.

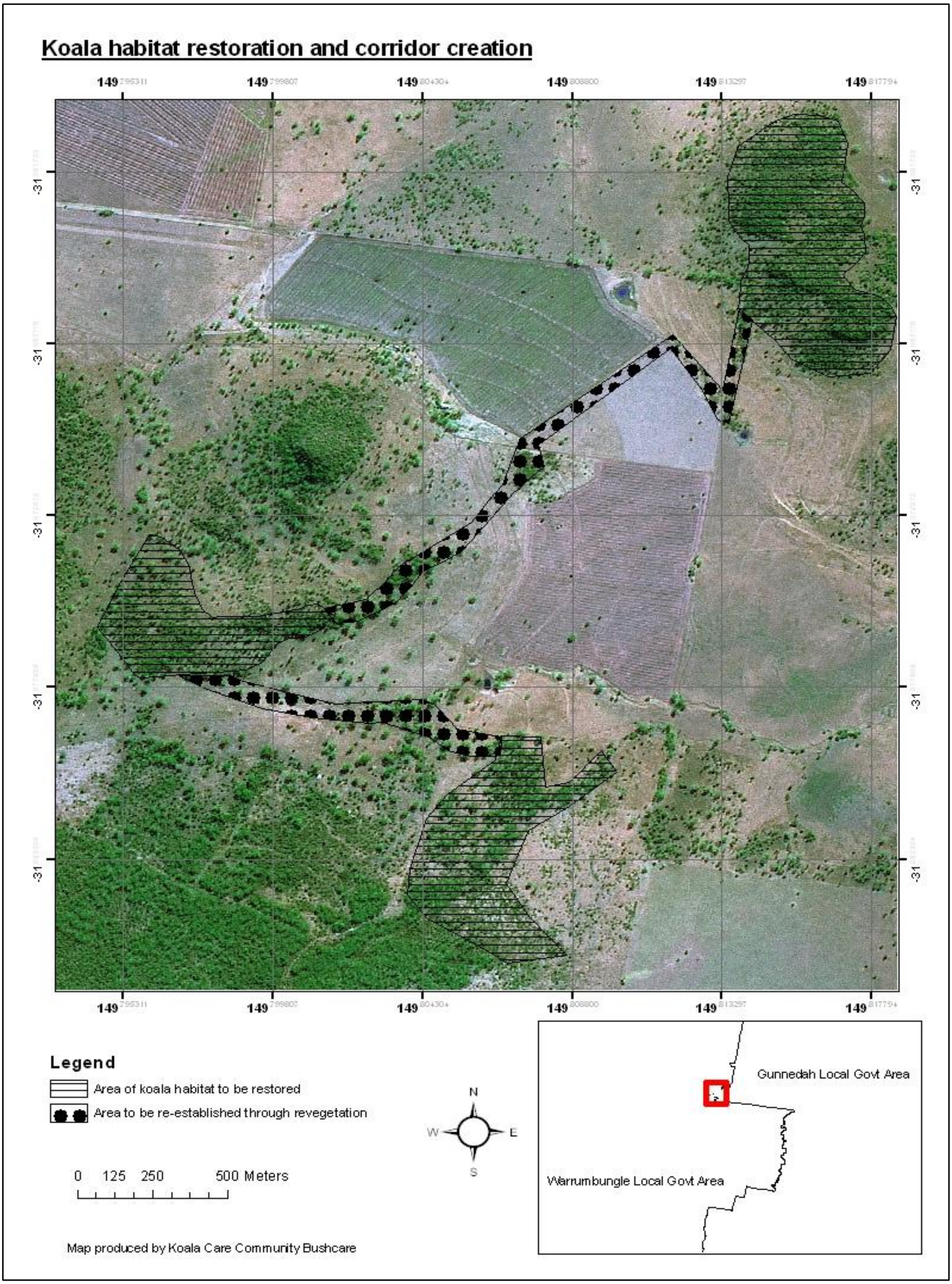
It is preferable that maps are developed using Geographic Information System (GIS) software. If you are unfamiliar or do not have access to GIS, council or Local Land Services should have GIS officers to assist you.

Important

Your maps should:

- Be A4 (anything larger than A4 will not be sent to the Technical Review Committee).
- Include a scale.
- Show activities and/or work zones within the project boundary.
- Show the project boundary within the regional context.
- An example of a suitable map is provided on page 18.

Example of suitable site map



Other (non-essential) attachments

Depending on the nature of your project, the following attachments may also be beneficial to support your application:

CV extract (maximum two pages each)	CV extracts should only be included for roles key to the delivery of your project (e.g. project manager). A maximum of two CV extracts should be provided.
Position descriptions (maximum one page each	As above, positions description would only be required for roles key to the delivery of the project. A maximum of two position descriptions should be provided.
Photos	Should be of project site showing issue to be addressed.
Letters of support	Should be from project partners or key stakeholders fundamental to the delivery of your project.
Extract of Management (maximum of three pages)	Important sections from a relevant Management Plan or Site Assessment may be appropriate to include to strengthen the justification for the project.
Plan for longer term (staged) projects (maximum two pages)	If your project is just one stage of a multi-stage project, please include an overall plan including a brief summary of the entire project.

Will your project involve bush regeneration?

The Environmental Trust funds many projects which rehabilitate degraded bushland. To ensure the best environmental outcomes, projects should adhere to these general principles:

- Ensure the capacity of the grantee group (including any contractors) is adequate to undertake the scale of works proposed. Only plan to carry out primary work on areas that will receive adequate follow-up as part of the same project.
- Allow sufficient time for natural regeneration from the existing seed bank where possible. Seed collection, propagation and planting should not be undertaken as a matter of course. If you plan to undertake revegetation, you must justify the need to plant rather than allowing natural regeneration to occur (see below).
- Comply with any relevant sections of existing regional/local plans of management, environmental studies or assessments.
- Establish appropriate methods for monitoring the success/progress of a project from the outset. This includes capture of adequate baseline information. Refer to the Environmental Trust's guide to monitoring ecological restoration projects.
- Determine a strategy to ensure long-term maintenance of the sites subsequent to the funding.

Expectations for bush regeneration teams

Bush regeneration contractors and their teams must possess suitable qualifications, licenses and experience in line with industry standards as part of their appointment to any Trust funded project. As a general guide, bush regeneration team supervisors would be expected to be qualified at a Certificate III or higher level in Conservation and Land Management (CALM). Regenerators should be qualified at a Certificate II or higher level and trainees should at least be enrolled in Certificate II. All regenerators are trained in First Aid and Chemical Application (AQIS III) as part of Certificate II and licenses must be updated through a refresher course every three years.

Contractors should be sought from within your local area and transportation costs are generally included in the agreed hourly rate. The current industry standard rate for bush regeneration is $35-$50 per hour (including on-costs). Some projects will present exceptional circumstances where additional travel costs, materials or specific skills (e.g. rope work) are required. Sufficient detail must be included in the application budget when requesting funding for such items. All works valued at over $30,000 should be contracted through an open tender process, with at least 3 quotes obtained.

Expectations for revegetation

As previously outlined, it is preferable that you allow sufficient time for natural regeneration from the existing seed bank where possible. However if you can justify the need to revegetate you should adhere to the following principles:

- Ensure appropriate sourcing of plants and/or seed stock to maintain genetic diversity;
- Plant at an adequate spacing and diversity to match that of the reference community;
- Allow for approximately 80 plants per 7 hour day to be planted by a qualified regenerator. This includes preparation time, planting and watering. Note that some planting processes can plant at a much faster rate;
- Estimate maximum $3 per tube-stock (including stakes and sleeve) if purchasing from a native nursery. Note that smaller stock are often cheaper;
- If planting in riparian areas, consider use of long-stem plantings.

Glossary

Activities	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.
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 planning, implementation and evaluation of 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 evaluation we can determine whether there might be more efficient ways of achieving results.
Objectives	Objectives define what is going to be done to achieve the overall aim of the project. These are more specific than aims. More information can be found in the Trust's What makes a good objective booklet.
Outcomes (results)	The outcome is the actual change in the environment or behaviour as a result of the project activities.
Outputs	Outputs are activities or products that result from the project. These outputs should be able to be measured to determine success. They lead to achievement of objectives. Outputs include progress and final reports.
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	Project Measures are a standardised list of indicators with units of measure that the Trust uses to report on projects across its programs. They show the efficiency and effectiveness with which outcomes are being achieved against the objectives of the project. They are used to judge the impact of a project. **Project measures may be quantitative** (numerical: how much did we do?) **or qualitative** (descriptive: how well did we do it?). Refer to the Project Measures Form for more information.
Risk factors	Things that could occur and could have a negative effect on the overall outcome and long-term sustainability of a project or delivery of a certain output.
Stakeholders	Are various individuals and groups who have a direct interest in, and may be affected by, the project. It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.
Tangible	Real or physical/concrete.