DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

Protecting Our Places Grants Program 2019 Application Guide

NSW Environmental Trust

environment.nsw.gov.au

Cover photo: Wooden bridge visitor on walking track Spring Hill Picnic Area Cocoparra National Park Wiradjuri Aboriginal Country. John Spencer/DPIE

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EES 2019/0325
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Contents

Before reading this guide

For information about the Protecting Our Places program, including eligibility criteria, please read the NSW Environmental Trust's Protecting Our Places Grants Program 2019 Program Guidelines.

How to use this guide

This guide is designed to provide step-by-step directions to help you complete and submit your application to the 2019 Protecting Our Places grants program.

Your application will consist of two components:

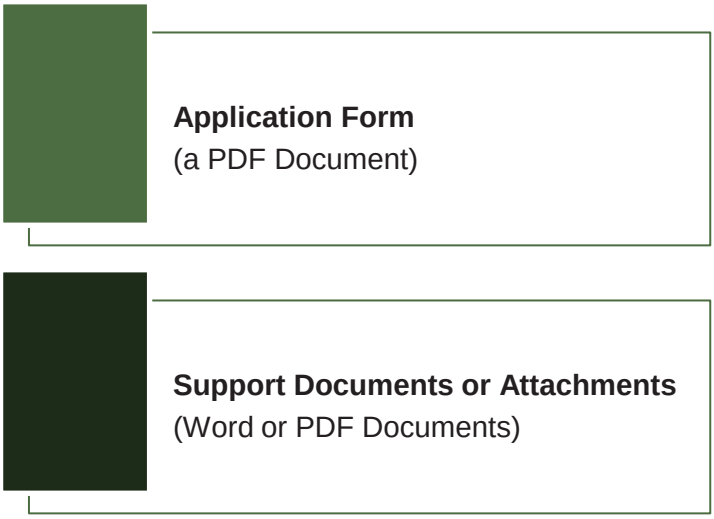

Figure 1 Components of Protecting Our Places grant application

The application form is available to download from the Trust's website.

Supporting documents may be submitted either as Word or Pdf documents. Applications must not be larger than 10MB.

Feedback

We appreciate feedback on the Trust's application process. There are some questions at the end of application form for you to provide some feedback, but you can also contact the Trust directly if you wish.

Enquiries or questions

NSW Environmental Trust

Telephone: 02 8837 6093

Email: info@environmentaltrust.nsw.gov.au

How to apply?

Step 1

Download and read the Program Guidelines

Step 2

Open the application form from the Trust's website.

Rename and save a copy of the form to your computer.

Complete the form using this application guide.

Step 3

Email your entire application to the Trust, including:

- application form (must include Stage 1 and Stage 2 budget)
- supporting attachments.

Applications should be sent to the following address: apply@environmentaltrust.nsw.gov.au

Closing date: 3pm Monday 26 August 2019

Late applications will not be accepted

Important information for Step 3

- A maximum of two applications can be submitted per organisation, however, only one application may be funded.
- Applications must not be larger than 10MB.
- Applications must be submitted via email.

Step 4

The Trust will acknowledge receipt of your emailed application within three 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 (e.g. 2019/PP/0023). This reference number should be used in all correspondence to and from the Trust.

Note:

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

Information on the assessment and approval process can be found in the Program Guidelines.

Application form

The application form is split into 10 parts as outlined below. In addition to your application form, you will need to submit other supporting documents.

Application form

Part A	Registration
Part B	Project description and justification
Part C	Project implementation plan
Part D	Project delivery
Part E	Indicative project budget
Part F	Organisational background
Part G	Referees
Part H	Authorisation
Part I	Application evaluation
Part J	Application submission

Supporting documents (attachments)

This can include letters of support, site maps, etc and must be either a Word or a PDF document.

Important information

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

Information on the criteria used by the Technical Review Committee (TRC) when assessing applications can be found in the Program Guidelines.

Part A: Registration

Question A1: Applicant details

Please provide all relevant information about your organisation.

Here, and in Question A2, you should double check that your organisation meets the eligibility criteria before submitting your application.

Question A2: What is the legal status of your organisation?

Please ensure that your organisation meets the eligibility criteria (refer to the **Eligibility** section of the Program Guidelines) before submitting your application.

Question A3: Applicant's primary contact

Who is the person that will be the main, and most appropriate, contact person for the application? This will be the person the Trust will notify of the outcome of your application and does not need to be the person completing the form. It can be the CEO, your organisation's current Project/Program Manager or similar, etc.

Should you be successful in gaining funding, you can choose another person if necessary, to be the contact for the project moving forward.

Question A4: Administrator details

Community groups/organisations may nominate another organisation to administer grant funds on their behalf. If the lead applicant is unincorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation (or government entity) to be eligible to apply. Please include details of both the administrator and that organisation's primary contact here.

Projects supported by an administrator

The Trust expects the project to be led and implemented by the applicant, an Aboriginal group or organisation, not the Administrator.

Note:

Funding Agreements are prepared in the Administrator's name, who signs on behalf of the applicant. Payments are made to the Administrator who is responsible for dispersing funds on the Grantee's behalf and for the preparation of financial reports.

The Trust recommends that an agreement be reached (preferably in writing) between the Grantee and the Administrator in relation to the project's roles and responsibilities.

For more information refer to **The role of the Administrator under** the **Eligibility** section in the Program Guidelines

Part B: Project description and justification

Criteria 1: Tangible environmental outcome

What is the Technical Review Committee looking for?

Tangible environmental outcomes:

- Activities clearly targeted towards achieving the desired outcomes
- Project and activities demonstrate long-term benefits beyond the life of the grant
- Likelihood of the project building the communities capacity to protect the environment and the strength of collaboration with stakeholders.

Question B1: Project title

Provide a title for your project which should be the same as on the application cover sheet. 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.

Question B2: Project description – brief description

Your project summary should provide a brief, plain English overview of what you want to do, and include some details on objectives, activities and the proposed outcomes of your project. Ensure that the summary clearly outlines the environmental outcome you hope to achieve. This project summary will be used to promote your project in reports and media.

Question B3: Project location – where will the project take place?

Describe the geographical location of your project including the name of the site (if it has one), the address and a general description of the location.

Please specify the project's relevant Local Aboriginal Land Council area, Local Land Service area, Local Government Area and State electorate. This information is required for program reporting purposes. Links provided on the application form can assist to identify this information.

Please provide the decimal degree coordinates for your project location. You can find these using a conventional map or visit Google Maps. To find the decimal degree coordinates on Google Maps locate your site, **right click** on the map on the project location and in the menu that appears select **what's here**. The coordinates will appear in the search box. Copy these coordinates into the latitude and longitude spaces provided in the application form.

For example: Latitude -32.190189 Longitude 149.945062

You will also need to confirm who owns the land where the project will take place and whether permission has or hasn't been obtained to conduct works on the land.

Tip

Inclusion of regional context and site maps are a mandatory component of each application. You can get some tips on how to prepare a map using the Guide to monitoring NSW Environmental Trust grants using mapping.

Not including a map will result in your application being incomplete and it may be excluded from consideration.

Question B4: Project timeframes

Here you need to give approximate dates for your Stage 1 – Planning and Stage 2 – Implementation activities.

Stage 1 – Planning

Projects must start between **1 March 2020** and **1 May 2020**.

Stage 1 – Planning activities must be **between 6 and 12 months** in duration.

At the end of the Stage 1 – Planning phase, a progress report must be submitted with proposed project outputs for Stage 2.

Stage 2 – Implementation

This stage of the project must be between 18 and 24 months in duration and will be divided into two periods.

A progress report is required at the end of the first period i.e. halfway through the project's on-ground activities.

A final report will be required at the end of the project, which will cover the project's entire Stage 2 – Implementation phase (refer to **Completing your project** under the **Managing your Grant** section of the Program Guidelines).

Reporting dates should be at the **end of a month**, for example, 30 June 2021.

Question B5: What is the issue or problem you want to address?

It is important to clearly describe the environmental issue you are addressing and explain its significance to the NSW environment. Use evidence to demonstrate that there is a strong need for action. The issue/s must directly relate to your project site and cannot be generic like 'climate change'.

It is also important to identify why the site and/or issue is important to your community.

Question B6: How do you know this is an issue or problem?

Briefly describe how you and/or your community know that this is an issue/problem and how you came to know it exists. This may relate to known impacts on the environment, reports or expert advice.

Question B7: What do you hope to achieve?

This question gives you the opportunity to outline your desired project outcomes. An outcome is the desired result that you plan to achieve. It should focus on the results, not how

you get there (that can be covered in Part C1). Another way of looking at it is to think about what success would look like, e.g. once you have completed your project, what will you have achieved?

Tip

To be successful your project must have tangible environmental benefits, not just cultural benefits.

Question B8: What studies, reports, assessments or plans exist for the site and/or the environmental issue? Please explain how your project will address them.

List any relevant studies, assessments or plans (if relevant) that exist for your project site and/or the issue you are addressing (e.g. local environment plans, catchment plans, vegetation management plans, plans of management, state of the environment reports, etc.).

Include **who** produced the document, **when** it was produced and **what** section is relevant to your project. You must also briefly explain how your project will address the issues, problems and/or recommendations contained in the reports.

Question B9: Is this project part of a larger, ongoing program?

Please outline what is already being done, if anything, 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?

If nothing is currently happening, please state this, and if applicable describe what broader scale outcomes you hope to achieve.

Question B10: Please explain how this environmental issue, or the activities proposed, are not the core business or the legal responsibility of any person or organisation involved in the project.

The Trust will not fund projects that are clearly the core business of local or state government authorities, private landholders or the applicant organisation.

Core business can be difficult to define as it varies for different organisations. As a general guideline, core business is the key or essential business or legal responsibility of an individual or organisation. The Trust will not fund core business, however, will consider funding works that are related to, or additional in nature to the organisation's usual work or responsibilities.

Please see sections **Eligible activities** and **Ineligible activities** in the Program Guidelines for more information.

Part C: Project Implementation Plan

Criteria 2: Project activities and outcome

What is the Technical Review Committee looking for?

Planning and methodology around project activities and outcomes:

- project activities are clearly targeted towards achieving the expected outcomes
- project displays sound project planning and methodology
- project demonstrates long-term benefits beyond the life of the grant.

Question C1: Application Project Implementation Plan

You have already identified your desired project outcomes in Question B7. This section is designed to help you refine these **outcomes** and **structure and schedule** your proposed project's **activities** to achieve these outcomes. It includes a section for you to outline your projects key outcomes, the activities required to achieve these outcomes, and a basic schedule on when those activities will occur.

The table includes a mandatory planning and capacity building outcome, Outcome 1, and lists the activities required to achieve this outcome. You will need to identify the key environmental outcome for your project, Outcome 2, and the activities required to deliver this outcome. Outcome 2 may also include cultural outcomes for your project.

When developing activities to achieve Outcome 2 please use a SMART approach as described on page 9 below. You have space to include up to 12 key activities and to outline how you plan to undertake these activities, ensuring that the activities directly relate to and assist in the delivery of your project's objectives.

From there you then indicate a rough schedule to implement each activity in either Stage 1 – Planning or Stage 2 – Implementation. This project schedule is based on quarters (three-month periods), with your project start date beginning on Quarter 1 (Q1) in Year 1.

Once completed, you will have your application Project Implementation Plan (PIP). This will be the foundation for the work that will be completed during the grantee support workshops to develop a full and detailed PIP if your grant is successful (refer to the **Capacity building** section of the Program Guidelines).

Outcome 1

*'***By the end of the project our organisation's capacity to successfully manage and deliver projects has improved'***.*

There are several activities that are fixed and mandatory for all projects. These activities (1.1 – 1.8b) reflect the Trust's desire for applicants to demonstrate their understanding of the importance of appropriate project planning, project management, regular internal review/evaluation, adaptive management and reporting.

Mandatory outcome and activities

Outcome 1 is mandatory and fixed for all projects and cannot be changed – this is the greyed out cells in the table.

If you are successful in gaining funding, you will be supported in determining the steps you will take to achieving these activities.

Outcome 2

You will need to identify the key environmental outcome for your project, Outcome 2; this may also include cultural outcomes for your project.

An **'outcome'** states the results you hope to achieve by project activities, whereas a **'goal'** is usually the broader desired result of achieving multiple outcomes.

What makes a good outcome?

Well written outcomes should follow a SMART format and provide important guidance for the implementation and evaluation of an activity. They should be:

S – Specific: using direct language, specify who or what is expected to change

M – Measurable: state how much change or benefit is expected (measured by data)

A – Achievable: state objectives that you reasonably expect can be completed successfully

R – Realistic: set objectives that you believe can be achieved

T – Time-bound: state when the change is expected to occur.

Example:

By the end of the project, a 100 hectare vegetation corridor linking Home Station with Scrubland National Park will be established and planted with over 10,000 plants. 500 units of coarse woody debris will be installed as habitat for ground nesting birds, vertebrate pest reduction activities will have been undertaken in conjunction with existing Local Land Service plans and weeds will be reduced to 10%. Six interpretive signs will be installed along an improved and clearly defined five kilometre walking track within the National Park.

It is essential that once you have written your outcome and the activities you intend to implement to achieve them, you should consider what successful implementation would look like. How will you know if you have 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 achieve your stated outcome.

Remember:

Your project outcome must be consistent with the overall objectives of the Protecting Our Places program:

- To facilitate the sharing and protection of Cultural knowledge with and between Aboriginal groups, government and public stakeholders and to enable Aboriginal people to contribute to the improvement and the management of environmental and cultural resources on Country.

- To increase the amount of culturally significant Aboriginal land protected, restored, enhanced and managed by local Aboriginal groups, land managers and stakeholders and support connection to country.
- The Protecting Our Places program is an appropriate, effective and sustainable mechanism to deliver Government policy, priorities and outcomes.

Below is an example of an application Project Implementation Plan (PIP). It is for a fictional project and is only to provide ideas of potentially relevant outcomes, activities and project schedules. Use it as a guide to develop the application PIP for your project.

Remember:

Outcome 1 is fixed and **mandatory** (focusses on project planning and governance). You cannot change the mandatory activities (1.1 – 1.8b), however, you will be able to specify the steps within 1.1 to 1.4 should you be successful in gaining funding.

Make sure you schedule your activities in the appropriate stage. **Stage 1** is all about project planning, approvals and preparation. **Stage 2** is for on-ground implementation of activities. Implementation activities scheduled in Stage 1 **will not be funded**.

Project start date:	**1 March 2020**	(Designated as the start of Year 1 Quarter 1)

Outcome 1	**By the end of the project our organisation's capacity to successfully manage and deliver projects has improved**		**Stage 1 Planning**				**Stage 2 Implementation**							
			Year 1				**Year 2**				**Year 3**			
Activity	**Activity description**		**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**
1.1	Develop Plan, including stakeholder map and communication strategy, to disseminate project information		X	X										
1.2	Communicate with stakeholders and obtain necessary approval of and commitment to project plan		X	X										
1.3	Obtain required permits, licenses, permissions/approvals including memorandums of understanding (MOUs) or partnership agreements			X	X									
1.4	Commence recruitment process for volunteers and/or contractors, including seeking quotes for materials and goods				X	X								
Mandatory activities (1.5 – 1.8)														
1.5a	Organisational capacity building	Identify key project personnel to attend and participate in capacity building workshops	X											
1.5b	Organisational capacity building	Identify key skills required to deliver the project and conduct/arrange training if required		X	X									
1.6a	Project Implementation Plan (PIP)	Finalise PIP for Stage 2: Implementation				X								
1.6b	Stage 2: Project Budget	Finalise your budget for Stage 2: Implementation				X								
1.7a	Annual Project Evaluation	Review your project progress against performance indicators								X				
1.7b	Project Refinement	Determine any changes required in the workplan for the next year's project implementation								X				
1.7c	Annual progress reporting	Write and submit the annual Progress Report to the Trust								X				
1.8a	Final Financial reporting	Organise an independently audited financial statement for the project												X
1.8b	Final reporting	Write and submit the Final Report to the Trust												X

Outcome 2	By the end of the project, 10ha of native vegetation within River Reserve will have been improved by the reduction of weeds from 90% to 10% and the planting of 2,000 native trees. Also, three local Aboriginal people will have improved their land management knowledge and skills by completing formal training and on-site work experience and 200 people will have improved their knowledge and understanding of the cultural importance of the River Reserve area.		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Training	Identify three Aboriginal people to complete natural resource management (NRM) training over life of project				X								
2.2	Training	Identify and secure training provider				X								
2.3	Training	Support three Aboriginal people to attend training and participate in on-site experience work					X	X	X	X	X	X	X	
2.4	Pest Management	Coordinate with Local Land Services (LLS) to prepare a work plan that ensure on-ground works compliment current actions within area and surrounds				X		X			X			
2.5	Pest Management	Conduct site survey to establish pre-project numbers				X	X							
2.6	Pest Management	Place 10 x 1080 bait stations in strategic locations as per site plan					X				X			
2.7	Pest Management	Conduct site survey to determine post project numbers						X				X		
2.8	Weed Treatment	Identify and source required personal protective equipment (PPE) for up to five people to conduct weed treatment activities					X							
2.9	Weed Treatment	Spot spray and/or manual removal of weed species in locations as identified within site plan					X		X			X		
2.10	Revegetation	Source and plant 2,000 native trees as per species list and in locations as identified in site plan										X	X	

2.11	Educational Events	Arrange and coordinate community event for project closure including catering											**X**	**X**
2.12	Educational Materials	Develop and distribute event flyers and pamphlets on River Reserve and importance to the local Aboriginal community										**X**	**X**	**X**

Figure 2 Example of an application Project Implementation Plan (PIP).

Question C2: Attach an A4 sized map as 'Attachment 1' that clearly defines your project location

This is the only mandatory attachment (as two separate maps) that you need to provide with your application. At this stage, it is important to provide maps that show the location of the project site within both the regional and state context. It is expected that smaller scale maps will be prepared as part of the Stage 1 outputs. Refer to the section Attachments for more guidance on maps.

Note: a link to a guideline that can assist you to prepare maps to the minimum standard may also be found under **Maps** in the Attachments section.

The Trust recommends that you keep the file names for each map short and concise to minimise confusion. For example, Scrubland Culture Custodians Network submitted two maps - suggested file names include 'SCCN Regional Map' and 'SCCN Site Map'.

Question C3: What permits/licenses/approvals might you need to undertake your project?

The on-ground implementation of your project (Stage 2) may require permits, licences or approvals. This may include:

- a licence to work on threatened species or endangered ecological communities
- an Aboriginal heritage impact permit
- development approval (from your local council).

Stage 1 (Planning) of the project is specifically designed to give you the time and opportunity to apply for and secure any licence, permit or approval you may need. Progression from Stage 1 to Stage 2 will depend on you obtaining any required approvals (if necessary). It is up to you as the applicant/grantee to determine what permits/licence/approvals are required.

Question C4: Is the protection of a specific threatened species the primary focus of your project?

If this is the case, then you need to provide information on that species and its conservation status. For assistance go to Saving our Species Threatened Species profile search page or the DPIE Threatened Species web site.

Table 1 Example of threatened species

No.	Common name	Scientific name	NSW conservation status
1	Eastern Chestnut Mouse	*Pseudomys gracilicaudatus*	Vulnerable
2	Leafless Tongue Orchid	*Cryptostylis hunteriana*	Vulnerable

Question C5: Will your project be carried out in an endangered ecological community (EEC)?

If your project will be implemented where there is an EEC, you need to provide information on that EEC. You must also provide information, answering the questions below, on how you found out about that EEC and verified that it was present on your site (e.g. plan of management, mapping, etc.).

For more assistance please go to the Bionet Atlas search page and follow the instructions below:

1. Which species or group?	Select: Communities
2. Legal Status?	Select: All records
3. What area?	Select: Select a geographic area Under Geographic area select: LGA Then identify your LGA
4. Period of records	Select: All records
Click Submit search button at the bottom of the page	
Click the **information icon** on the right-hand side of the table which will open a tab containing the profile of the EEC you have selected. There may be multiple EECs across or on your project site.	

Figure 3 Instructions at Bionet Atlas search page

Question C6: What will you do to maintain the project outcomes after funding finishes? Who will be involved? What long-term benefits or flow-on effects will result from your project?

If works funded through a Protecting Our Places grant cannot be completed over the life of a grant (e.g. bush regeneration works will often take 5–10 years or more to be fully successful) or will need to be maintained after the grant has concluded, then details must be provided about how the project outcomes will be maintained, and who will carry out the work.

Tip

When reviewing your application, the Technical Review Committee will examine how you intend to conduct long-term project maintenance (i.e. 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 organisation's capacity (especially your long-term maintenance capacity). In other words, be realistic with what you can achieve.

Question C7: What are some of the potential risks for your project and how will you manage them?

In this question, you are asked to identify the potential risks and challenges that **could** impact the progress of your project and how you intend to manage those risks. There will be different risks for Stage 1 (Planning) to Stage 2 (Implementation), as they have different types of activities and outputs. While a more detailed risk assessment will be developed within the PIP in Stage 1, you are required to outline some of the risks associated with both stages now.

Some examples of risks that may impact on a project at different stages are shown in Tables 2 and 3.

Table 2 Potential risks for Stage 1 Planning

Risk factor	How will risk be managed?
Threatened species licence not secured	Regular communication with Threatened Species staff to ensure all information is provided.
Archaeological survey not completed	Regular monitoring of survey and report progress.
Unable to confirm support for plan from key stakeholders	Continue to work with all stakeholders to address any issues or concerns as they arise, seek support and ideas from Trust to resolve if necessary.
PIP not finalised	Allocate of appropriate staff resources, attend both support workshops, communication with Trust any issues for possible assistance.
Overspend of budget	Regular monitoring of expenditure in keeping with approved budget by appropriately trained staff.

Table 3 Potential risks for Stage 2 Implementation

Risk factor	How will risk be managed?
Change of Project Manager	Have more than one person familiar with the entire project and its progress status. Project Manager to provide updates at regular steering committee meetings.
Fence not suitable to protect site	Approve design and source suitable materials early and within budget (quality assurance). Monitor construction and completion (quality control).
Climatic conditions prevent project completion by the due dates (e.g. drought, flood)	Review and adjustment of project plan to accommodate changes to tasks and timelines. Request appropriate variation from Trust immediately.
Change of ownership of site	Discuss ongoing management with new owner.
Catastrophic event (e.g. fire, vandalism)	Note and record impact, reinstate lost outputs if necessary. Work with local community to improve awareness and ownership of the project. Inform Trust of possible budget impacts.

Part D: Project delivery

Criterion 3: Capacity to deliver

What is the Technical Review Committee looking for?

Capacity to deliver:

- there is a clear identification of additional required capacity building/training
- commitment to undertake the project
- clear involvement of appropriate project partners
- the degree of community involvement and how this will be achieved
- satisfactory past performance.

Question D1: Who helped you to plan and develop this application?

List the people you have communicated with to develop your project application, to gain a better understanding of the issues involved, or to gain necessary approvals for your project. Some examples may be local community elders, LALC board, Landcare groups, Local Land Services and other agencies or environmental organisations.

Do not underestimate the importance of partners and collaborators in project planning. Having the support of other organisations/groups can significantly add value to a project by spreading ownership and sharing some of the responsibilities and knowledge of the project and will help to ensure the project successfully delivers on its planned outcomes.

Question D2: Collaborators

Provide details of all the key people who will be working with you on this project should you be successful in gaining a grant. Outline their roles and responsibilities within the project. To assist in the project's success, we recommend you ensure that there are adequate levels of supervision, skills, knowledge and support available throughout the project lifespan.

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

Table 4 Example of project collaborator list

Names, positions and group/organisation	Reason for involvement	Intended role in project design and delivery	Confirmed Yes/No
Michael Jones, Coastal LALC	LALC Project Co-ordinator	Project Manager	Yes
Stuart Burton, Blue Sky Council	Significant project management experience (10 years with council)	Project Administrator and manager of River Reserve	Yes
Local Aboriginal youth	Development of land management skills and knowledge	Trainees	No
Jo Brown, Coastal Landcare Network	Bushcare volunteer 15 years	Volunteer in River Reserve	Yes
Bush regeneration contractor	Significant experience in local vegetation communities and bush regeneration	Bush Regeneration Supervisor	No
Tyler Smith, Coastal TAFE	Head Teacher Cert II Conservation and Land Management	Bush Regeneration training	Yes

Tip

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

Question D3: Has this application been endorsed by your organisation's governing body/board?

Please state if the application has been endorsed by your organisation's governing body or board. It is not compulsory at this stage, but you will be required to gain their endorsement before any Funding Agreement is signed.

Question D4: Previous experience

The Technical Review Committee will consider any previous experience your group or organisation has in implementing environmental projects, as well as their size and how well they worked.

Question D5: Is the Trust being asked to fund an existing employee?

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, if doing so would be a part of their usual duties. The Trust may, however, pay for staff specifically employed on your project, if it's in addition to their usual duties, and you may include these costs in your application. Salaries for existing staff working on the project should be factored in 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: Please declare any real, potential or perceived conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest that they would reasonably 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 the governance arrangements in place to manage potential/perceived conflict.

Part E: Indicative project budget

Criterion 4: Value for money

What is the Technical Review Committee looking for?

Value for money:

- how the budget supports the project outcomes and 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.

Question E1: Please provide an indicative budget breakdown of the funding you are seeking

You need to provide an indicative budget for both stages of your project. This will include general expenditure items and their amounts. Please ensure that only eligible activities are listed for each stage (see sections **Eligible activities** and **Ineligible activities** in the Program Guidelines).

Your total Stage 1 budget should be a maximum of $10,000. **Do not list on-ground implementation activities (i.e. fencing, weeding, training, bush regeneration, etc.) in Stage 1 as they will not be approved.**

Your total Stage 2 budget should be a maximum of $50,000. This includes $49,000 for project activities and $1000 for a mandatory independently audited financial statement at the end of the project.

Table 5 Example of budget breakdown

Stage 1: Planning

Expenditure item		Estimated $
Additional hours for project manager (7 hrs/day for 15 days @$42/hr)		4,410
Archaeological survey		5,000
Licence fees		500
(Maximum $10,000)	**Total**	**$9,910**

Stage 2: Implementation

Expenditure item		Estimated $
Additional hours for project manager (7 hrs/day for 30 days @$42/hr)		8,820
Fencing		3,000
Bush Regeneration supervisor (contractor)		6,000
Employment of three young people – training and on-site works		25,000
Plant tube stock		3,000
Tools, materials and PPE		1,500
Community event, including promotional materials		1,500
Mandatory independently audited financial statement		$1000
(Maximum $50,000)	**Total**	**$49,820**

Question E2: What is your indicative co-contribution (cash and in-kind)?

Matching funding (i.e. dollar-for-dollar) is not a requirement for these Environmental Trust grants, however, any contributions made by you or your project partners will add value to your project and may make it more competitive. It may also be necessary to meet the objectives of your project.

There are two different types of in-kind contributions – cash and in-kind; in-kind is anything outside a cash payment provided by either your organisation or a partner.

Part F: Organisational background

Question F1: How does your organisation function?

Provide details of how your organisation makes decisions, the names of the relevant office bearers, the size and history of the organisation. Include the number of members you have if you are a membership based organisation. If you are a registered Indigenous Corporation you must provide your Indigenous Corporation Number – this can be found on the Office of the Registrar of Indigenous Corporations website.

Question F2: Insurance

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

Question F3: Has your organisation previously received Environmental Trust funding?

If your organisation has previously received Trust funding or has a pending project, you must provide those details including their status (i.e. on-track, delayed, acquitted, pending etc.). If you require information to complete this table, the Trust can assist you.

Question F4: Has your organisation received grant funding for this project site from a body other than the Trust?

If your organisation has received grant funding for activities on the proposed project site from another source, please provide all relevant information. This may include funding from the Federal government, other state agencies, Local Land Services, local council or a philanthropic organisation or sponsor.

Part G: Referees

We require two independent referees to support your project. Referees should be external to your organisation and not be actively involved in the project. However, they should be able to verify your organisation's capability to undertake the project and the merits of the project. They must be available during the application assessment period.

Part H: Authorisation

Authorisation is required by one of the positions outlined below. They may be a secondary contact for the project if required. A signature is not required.

> The authorising person must be able to verify the accuracy of the information in the application and be able to commit your organisation to undertake the project, if funded.

Applicant: provide the details of an office-bearer in your organisation e.g. General Manager, Chairperson, CEO or Executive Officer.

Administrator: If your project is being administered by another organisation, include the details of an office-bearer in the organisation acting as the Administrator e.g. General Manager, Chairperson, COE or Executive Officer.

Part I: Application feedback

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

Part J: Application submission

It is recommended that you read all sections of the Program Guidelines, particularly those sections covering the objectives of the program, eligibility, and assessment criteria.

Applicants must adhere to specific naming instructions for submitting their application documents. (see below).

Document naming

Application Form:	Organisation Name - POP Application
Attachments:	Organisation Name – Attachment 1 (or 2, etc.)

Before submitting your application, please refer to the application submission process in the Section J of the application form and ensure that you can tick off each item in the Grant Application Check List (refer to **Section J: Application submission** of the Application form.

Note:

Any application that is late, incomplete or ineligible will not be considered.

Contact Trust Administration before **26 August 2019** if you have any issues in submitting your application on time.

Attachments

Attachments can be an important component of your application but must be kept to a minimum. Bear in mind that emailed applications must not be larger than 10MB including all attachments.

Maps

Maps are the only mandatory attachments that you need to provide. A good map can demonstrate the scope of your project and 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. The Trust has developed a guide to assist you to develop suitable maps outlined below:

Project context map

A project context map shows the project boundaries within a regional context. It should include major regional landmarks, such as rivers, major roads, towns or cities, and national parks, as well as standard inclusions like a scale and north point. It allows the Technical Review Committee to understand where the project is located within the landscape and how it will interact with other environmental assets.

Site map

A site map is specifically focussed on your project site and should provide a clear picture of your project's activities and/or work zones. It is also very important to include standard mapping elements such as a scale, north point and legend. These will allow the Technical Review Committee to clearly understand what you are planning for your project. It is good to think of the map as a visual representation of all the words you've written in your application.

It is preferable that maps are produced using either Geographic Information System (GIS) software or Google Maps. If you are unfamiliar or do not have access to GIS, your local council or Local Land Services should have GIS officers who can assist you.

Important

Your maps should:

- be A4 (anything larger than A4 will not be sent to the Technical Review Committee)
- be A4 (anything larger than A4 will not be sent to the Technical Review Committee)
- include a scale, north point and legend
- show activities and/or work zones within the project boundary (site map only)
- show the project boundary within the regional context (context map only)
- include all major landmarks
- examples of suitable maps are below.

Examples of suitable project location and site maps are provided below.

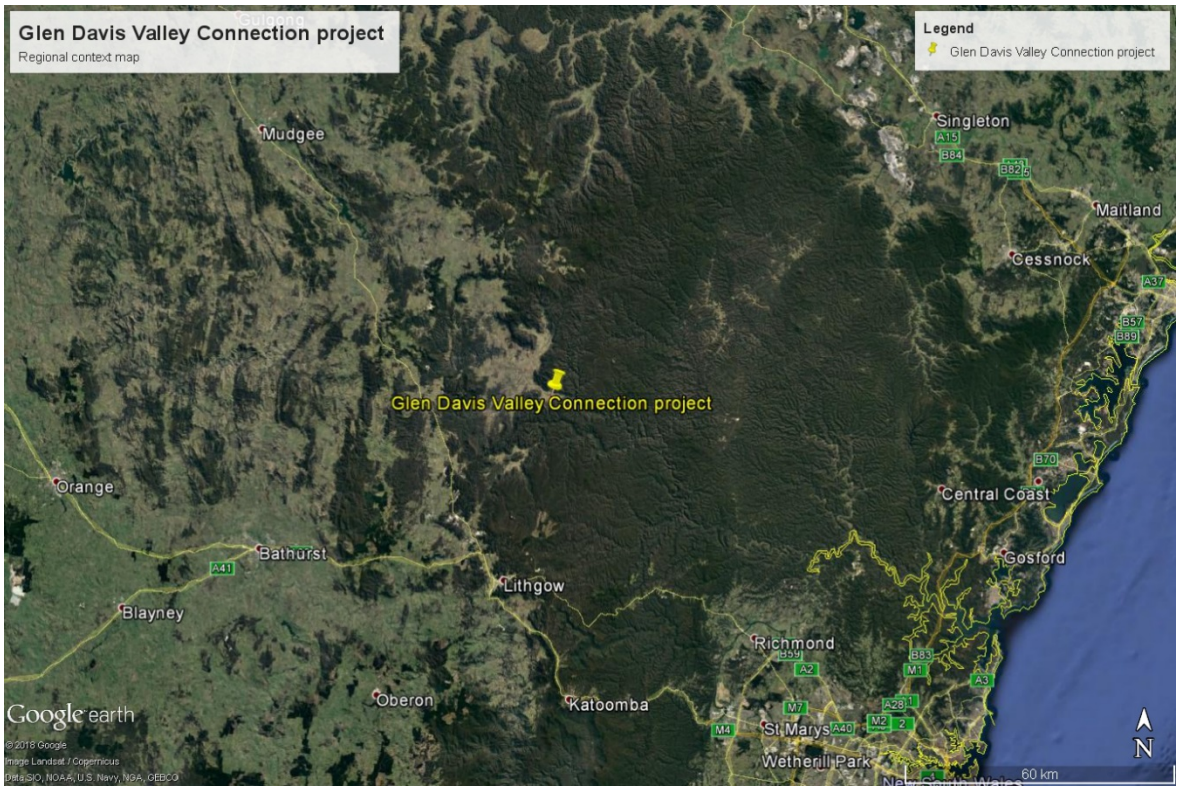

Figure 4 Glen Davis Valley Connection Project

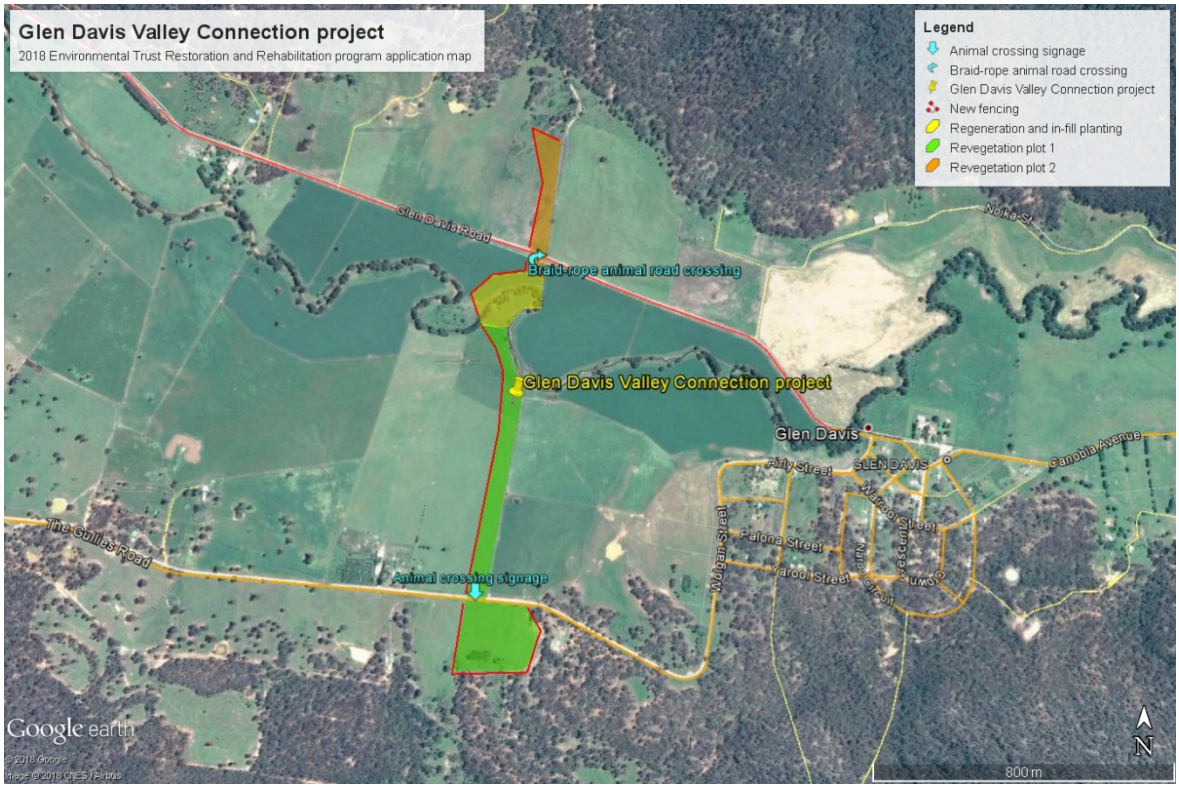

Figure 5 Glen Davis Valley Connection Project

Other (non-essential) attachments

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

Example of attachments

CV extract (maximum two pages each)	CV extracts should only be included for key project roles (e.g. project manager). A maximum of two CV extracts should be provided.
Position descriptions (maximum one page each)	As above, the position 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 the 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 Plan (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.

Advice for revegetation/regeneration projects

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.
- Paid bush regeneration and revegetation contractors are expected to use industry recognised best practice. While it is an applicant's choice to use other methods, such as herbicide free techniques, it is likely that these alternative methods will not be demonstrable as being as effective or efficient, or cost-effective as best practice techniques and are less likely to receive funding.
- Comply with 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 capturing 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 after 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. Enough 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 three quotes obtained.

Expectations for revegetation

As previously outlined, it is preferable that you allow enough 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 seven-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 is 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 program's 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.
Immediate Outcome (results)	The outcome is the actual change in the environment or behaviour achieved through project activities within the life of the project.
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.
PIP	Project Implementation Plan. This is the plan you will develop during Stage 1 – Planning phase of the project using the preliminary plan in this application.
Measures	Measures are a standardised list of indicators (with units of measure) the Trust uses to report on progress of projects across its programs. They show the efficiency and effectiveness with which implemented activities contribute to achieving a project's Environmental and Social Outcomes. Project measures may be quantitative (numerical: how much did we do?) or qualitative (descriptive: names of species?)
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	Something that is real or physical/concrete.