



DEPARTMENT OF PLANNING, INDUSTRY & ENVIRONMENT

Guidelines for Applicants 2019-20

Coastal and Estuary Grants Program



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1. Introduction

The NSW Government has established a new regulatory framework for coastal management with the commencement of:

- a new *Coastal Management Act 2016*
- a consolidated Coastal Management State Environmental Planning Policy
- a coastal management manual.

The Coastal and Estuary Grants Program underpins the implementation of the new coastal management framework and supports local councils and communities to achieve the State's long-term vision for the coast.

The program enables local councils and communities to prepare coastal management programs (CMPs) and implement actions to better manage the coastal and estuarine environment.

The program has five streams – one for preparing CMPs, and four for implementing actions in line with state priorities in each of the coastal management areas identified in the *Coastal Management Act 2016*.

Councils are able to apply at any time during the 2019-20 financial year for funding for the preparation of CMPs, while applications for implementing actions are part of a contestable funding round.

Councils with a certified coastal zone management plan (CZMP) or CMP for a location listed in the back of this document will be able to apply for funding at any time to implement actions that cannot wait until the next funding round.

This grants program is administered by the Department of Planning, Industry and Environment (DPIE).

Closing date: **5.00pm 11 October 2019.**

2. Eligibility

Only **local councils** are eligible to apply.

Where multiple councils are working together within the same coastal sediment compartment or estuary to prepare and implement a CMP, one council is required to be the lead agency (or regional organisations of councils, county councils or joint organisations), in terms of signing of the funding agreement, managing monies and reporting on the project.

Public land managers (such as a Crown reserve trust or a location-specific NSW Government authority) may apply in partnership with a lead council, providing the council is the principal applicant and assumes overall responsibility for administering the grant.

3. Program objectives

The program supports local councils to prepare and implement CMPs and to deliver the objects of the *Coastal Management Act 2016*. The program supports local councils to manage the coastal environment of New South Wales in a manner consistent with the principles of ecologically sustainable development for the social, cultural and economic wellbeing of the people of the State.

4. Funding streams – objectives and priorities

4.1 Stream 1: Preparation of coastal management programs

Funding is available to support councils to transition into the new coastal management framework. Councils and their communities can prepare CMPs that effectively respond to existing and emerging coastal challenges and opportunities. Funding will support councils to:

- meet their statutory objectives under the new framework, including additional requirements for technical studies and use the new information, guidance and materials being provided as part of the coastal reforms
- plan coastal and estuary management activities, e.g. to prepare scoping studies, hazard and risk assessments, feasibility analyses, cost-benefit analysis and CMPs.

NSW Government funding for preparing CMPs provides a way for New South Wales to deliver on its objectives for coastal management to:

- enable councils and their communities to mitigate current and future risks from coastal hazards, taking into account the effects of climate change
- encourage and promote strategies to improve the resilience of public coastal assets to the impacts of an uncertain climate future; including the impacts of climate change
- promote integrated and coordinated coastal planning, management and reporting
- support public participation in coastal management and planning and promote greater public awareness, education and understanding of coastal processes and management actions.

4.2 Streams 2 to 5: Implementation of coastal management programs

Funding in Stream 2 to 5 is to support the implementation of actions identified in certified CMPs or CZMPs.

Eligibility for funding under Stream 2 to 5 is contingent on councils demonstrating that the actions:

- Are part of a certified CMP or CZMP.
- Result in net benefits to the local community and wider NSW community. They must also deliver on one of the following:
 - actions supporting climate change adaptation that reduce future risks from coastal hazards and climate change impacts
 - actions that support improving natural resilience to potential impacts from coastal hazards and climate change impacts
 - actions that manage risks to public assets, benefits or interests
 - actions that maximise the delivery of public benefits and interests
 - actions that reduce the state's potential liability in relation to coastal natural disaster relief and recovery arrangements
 - actions that reduce unacceptable and immediate risk from coastal hazards resulting from legacy issues

- actions to reduce or remove the potential impacts of emerging or future risks.

The success of councils in obtaining funding will be determined by the extent to which the actions deliver broad public benefits to the NSW community and include environmental, social, cultural and economic public benefits or interests, or result in beneficial outcomes for public assets. Funding arrangements for implementing actions must reflect the 'beneficiary pays' principle.

Funding is available in streams two to five based on the four coastal management areas identified in the *Coastal Management Act 2016*.

Under these streams, grant funding is generally only available for actions that are consistent with a certified CZMP or a certified CMP.

Councils can apply for funding to implement actions in their CMP if it has been submitted for certification at the date of the round closing; however, funding will not be provided until the CMP has been certified.

4.2.1 Stream 2: Coastal vulnerability area

For actions on land identified in the SEPP (State Environmental Planning Policy) to be a coastal vulnerability area or that has been identified as land affected by a current or future coastal hazard in a local environmental plan, or development control plan, or a study or assessment undertaken by or on behalf of a public authority. This area being land subject to coastal hazards such as beach erosion, shoreline recession, foreshore erosion cliff failure and coastal inundation.

Projects should meet one or more of the management objectives given in the *Coastal Management Act 2016* (CM Act) for these areas:

- to ensure public safety and prevent risks to human life
- to mitigate current and future risk from coastal hazards by considering the effects of coastal processes and climate change
- to maintain the presence of beaches, dunes and natural features of foreshores
- to maintain public access, amenity and use of beaches and foreshores
- to encourage land use that reduces exposure to risks from coastal hazards, including through siting, design, construction and operational decisions
- to adopt coastal management strategies that reduce exposure to coastal hazards, such as restoring or enhancing natural defences including coastal dunes, vegetation, and wetlands or by taking other action to reduce exposure to those coastal hazards, such as actions to avoid significant degradation of or disruption to biological diversity and ecosystem integrity, geological and geomorphological coastal processes
- to prioritise and plan actions that support the continued functionality of essential infrastructure during and immediately after a coastal hazard emergency
- to improve the resilience of coastal development and communities by improving adaptive capacity and reducing reliance on emergency responses.

4.2.2 Stream 3: Coastal wetlands and littoral rainforests area

For projects on land that is mapped and displays the hydrological and floristic characteristics of coastal wetlands or littoral rainforests, listed under the SEPP, and 100 metres buffer around the areas.

Projects should meet one or more of the management objectives given in the CM Act for these areas:

- to protect coastal wetlands and littoral rainforests in their natural state, including their biological diversity and ecosystem integrity
- to promote the rehabilitation and restoration of degraded coastal wetlands and littoral rainforests
- to improve the resilience of coastal wetlands and littoral rainforests to the impacts of climate change, including opportunities for ecosystem migration
- to support the social and cultural values of coastal wetlands and littoral rainforests
- promote the objectives of state policies and programs for wetlands or littoral rainforest management.

4.2.3 Stream 4: Coastal environment area (land containing coastal features)

For actions on land containing coastal features such as the coastal waters, estuaries, coastal lakes and coastal lagoons and land adjoining those features including headlands and rock platforms.

Projects should meet one or more of the management objectives given in the CM Act for these areas:

- to protect and enhance the coastal environmental values and natural processes of coastal waters, estuaries, coastal lakes and coastal lagoons, and enhance natural character, scenic value, biological diversity and ecosystem integrity
- to reduce threats to and improve the resilience of coastal waters, estuaries, coastal lakes and coastal lagoons, including in response to climate change
- to maintain and improve water quality and estuary health
- to support the social and cultural values of coastal waters, estuaries, coastal lakes and coastal lagoons
- to maintain the presence of beaches, dunes and natural features of foreshores
- to maintain public access, amenity and use of beaches, foreshores, headlands and rock platforms.

4.2.4 Stream 5: Coastal use area (land where development may be carried out)

For actions on land that is mapped in the SEPP, including land adjacent to coastal waters, estuaries, coastal lakes and coastal lagoons where development is or may be carried out (at present or in the future).

Projects should meet one or more of the management objectives given in the CM Act for these areas:

- to protect and enhance the scenic, social and cultural values of the coast
- to accommodate both urbanised and natural stretches of coastline.

4.3 Significant open coast hazards

Councils with a certified CZMP (CZMP) or CMP for a location listed in the back of this document will be able to apply for funding at any time to implement actions that cannot wait until the next funding round (see Addendum 1 for a list of eligible locations).

Councils will use the version of the application that is on the website at the time of application and each project will be assessed consistently with others assessed under this

program. Projects are subject to the same assessment criteria as all other applications to the program and are not assured of funding.

Note: there are additional provisions relating to funding of locations identified as significant open coast hazards. Please review these provisions at Addendum 1 prior to completing council's application.

5. What will be funded?

5.1 Planning

5.1.1 Stream 1: Coast and estuary planning

- development of CMPs (including individual stages) or the transition of a CZMP to a CMP, consistent with the NSW Coastal Management Manual
- studies to understand coastal processes and map coastal hazards/coastal vulnerability area
- studies to understand threats to the objectives of coastal management areas within the NSW coastal zone
- investigations and designs for infrastructure works recommended in a certified CZMP or CMP
- cost-benefit analyses (see [Guidelines](#) for using cost-benefit analysis to assess coastal management options) and distributional analysis of who pays.

5.2 Implementing actions

5.2.1 Stream 2: Coastal vulnerability area

Activities that are demonstrated to reduce the threat from coastal hazards and may include:

- Management and stabilisation of dune systems. Please refer to the [Coastal Dune Management – A Manual of Coastal Dune Management and Rehabilitation Techniques](#) when developing the project. For any dune re-profiling projects, the environmental benefit of the activity must be demonstrated.
- Design and implementation of erosion reduction structures. If the project includes a seawall lined foreshore in an estuary, the council must demonstrate the environmental benefits and how the project aligns with the standards as set out in the [Environmentally Friendly Seawall – A Guide to Improving the Environmental Value of Seawalls and Seawall lined Foreshores in Estuaries](#).
- Beach nourishment and actions to reduce exposure to climate change.
- Actions to reduce future risk from coastal hazards and monitoring to understand the coastal zone overtime where it relates to future actions.
- Actions to improve natural resilience to potential impacts from coastal hazards.
- Actions to reduce the risk to public assets.
- Actions to reduce liability in relation to coastal natural disasters.
- Education, where it will help reduce exacerbating issues in the coastal vulnerability area.

5.2.2 Stream 3: Coastal wetlands and littoral rainforests area

- invasive animal and weed management
- management of trails/access ways to reduce environmental impact
- management of runoff from and discharges into littoral rainforest
- reduce exposure to coastal erosion and climate change
- management of salinity
- replanting and stabilising vegetation
- habitat restoration and conservation
- interpretative signage
- public education programs.

5.2.3 Stream 4: Coastal environment area

- community education on the importance of the coastal and estuarine areas
- reduction of the number or formalising foreshore access points to reduce environmental damage
- dredging for environmental benefit
- monitoring of estuary and coastal environments (monitoring projects must be linked with actions to improve ecosystem health and be consistent with the Assessing estuary ecosystem health: Sampling, data analysis, and reporting protocols)
- actions to protect Aboriginal heritage
- stormwater quality management where it is demonstrated to have a significant impact on the receiving environment
- revegetation, and weed management projects
- sediment and erosion control actions
- acid sulfate soils management
- habitat restoration and conservation including riparian corridor management.

5.2.4 Stream 5: Coastal use area

- community education on the importance of coastal and estuarine areas
- reduce the number of beach access points
- formalise access to reduce environmental damage
- monitoring of estuary and coastal environments (monitoring projects must be linked with actions to improve ecosystem health and be consistent with the Assessing estuary ecosystem health: Sampling, data analysis, and reporting protocols)
- actions to protect Aboriginal heritage
- stormwater management
- revegetation and weed management projects.

Note for all the above implementation categories: Minor amenity works associated with priority actions are permitted but should only be a minor part of the overall project. Projects or aspects of projects that are significantly or purely amenity will for the most part not be funded as they do not meet the overall funding objectives.

All environmental restoration projects are expected to implement best practice.

6. What will not be funded?

- Any actions that are not identified in a certified CZMP or CMP (for Streams 2 to 5).
- GST: the project cost is to exclude GST.
- Retrospective projects: funding is not available for projects currently underway (unless they are a stage of a previously approved project and the work has not commenced on that stage) or included in an existing contractual commitment, are already tendered for, or that have been completed.
- Administration costs: all internal costs (including on-costs) associated with core activities of the applicant are ineligible for funding. An applicant's core activities include preparing study briefs, reviewing proposals and tenders, researching and copying records, attending meetings, administering contracts and grants, accounting costs and liaising with government agencies and the public.
- Non-monetary contributions as matching funds: an applicant's matching funds must be in the form of monetary contributions and cannot include in-kind or voluntary contributions.
- Contingencies: should not be included in the application. Project costs should be listed as accurately as possible.
- Projects the applicant can reasonably be expected to undertake without financial assistance from this program.
- Maintenance of projects once complete, this includes maintenance of existing infrastructure for its design life.
- Projects that are funded or eligible for funding as part of a natural disaster relief declaration.
- The proportion of works deemed via cost-benefit analysis/distributional analysis that is for private asset protection or private benefit.
- Amenity works that have no environmental benefit or projects with no direct linkage to a reduction in risk associated with coastal processes but might be located within a coastal vulnerability area such as car parking, footpaths, BBQ facilities, seating, shelters, lighting, amenity sheds, showers, toilets or activities related to surf life-saving clubs.
- Vegetation reduction for amenity outcomes.
- Projects that are in the freshwater environment unless they can be shown to be a significant contributor to improved estuary health, be cost-effective and are a priority in the CZMP or CMP.
- Sites with existing biobanking agreements or preparation of a site to be eligible for biobanking.
- Projects that do not demonstrate they are cost-effective for the outcomes achieved.

7. What applicants will need to contribute

7.1 Coast and estuary planning

Council will need to match the contribution by the State Government. In-kind contributions cannot be used as matching contributions. Council cannot use other grant funds as matching contributions.

7.2 Implementing actions

The council must complete an investigation and design for all infrastructure works valued over \$500,000 in total project cost prior to applying for funding.

For projects with a total value of less than \$1 million, the grant will contribute a maximum of 50% of the project costs.

For infrastructure works such as large-scale sand nourishment or coastal protection works and all projects with a total project cost of \$1 million or more (based on the cost of all stages), the council will first need to complete a cost-benefit analysis and distributional analysis to establish a funding model before applying for funds to implement the works. For large scale projects deemed to be predominantly of state benefit, at least a cost-benefit analysis must be done as part of the options assessment phase in determining the most appropriate management response.

For all works, the proportion of state government funding available will be determined having considered the results of the distributional analysis that was undertaken based on the cost-benefit analysis or as defined by a funding model developed and approved as part of a certified CMP/CZMP.

The grant will only pay the portion determined to be of state benefit. State Government funding is not available for works that are of private benefit.

In-kind contributions cannot be used as matching contributions. The source(s) of the applicant's share of funds should be detailed in the application and cannot include funds received under other NSW or Commonwealth grant programs.

For additional elements of these projects (e.g. amenity, boardwalks, car parks, walkways) the grant will pay for the portion of the works identified through the distributional analysis to be of state benefit. The grant will only contribute towards the costs necessary to reduce the hazard.

7.3 Partnerships

Where a group of local councils is working together in partnership (either under the lead of one of the councils or a relevant regional organisation of councils), then the lead council or regional organisation of councils can claim project management costs incurred by either:

- a dedicated project manager selected by a competitive process
- a staff member from one of the councils or a regional organisation of councils.

Any eligible project management costs (referred to above) must be directly related to the funded project and can include the administrative costs noted under 'What will not be funded?' The amount eligible for funding is to be capped at 10% of the total project cost.

If there are project partner(s), attach a letter of support from that organisation, which also outlines details of the partner's financial and other resource commitment to the project.

Contributions to your project from other funding sources (non-council contributions) must be removed from the whole project cost prior to applying the funding ratio.

8. Project implementation timeframe

The Department of Planning, Industry and Environment receives an annual funding allocation for the program, with limited capacity to carry over funds to future financial years. Consequently, projects should be completed within three years of the grant offer. If the project is likely to extend beyond three years, Council is encouraged to consider staging the

project. For projects that are not completed within three years of the grant offer, the council must justify why the grant should not be terminated.

While requests for variations to projects are available, it should be noted that projects which go beyond the approved time can impact available project funds for future rounds. No additional funding will be considered for projects during their implementation unless there are exceptional circumstances, and these will be considered on their merits.

It is recommended that for projects that contain a weeding, bush regeneration or revegetation element that the full three-year timeframe is used to ensure the works are in a state that can be easily managed by council once funding ceases. Shorter duration projects will still be considered and assessed on their merits.

9. Obligations of successful applicants

Successful applicants must enter into a funding agreement that stipulates all funding obligations and conditions.

The agreement will need to be signed by the general manager (or by someone with delegated authority) within 42 days of the formal grant offer.

The successful applicant has five months from the date of offer to submit a work plan. The work plan must be based on the information provided by the successful tender for the project that outlines key milestones to be achieved and related claim for payments.

The project will be tracked and managed against the work plan, which must be kept current by the grant recipient, in consultation with the Department throughout the funded period.

Consider the conditions in the sample funding agreement before applying, as changes to the agreement will only be made in exceptional circumstances.

10. Assessment process and criteria

10.1 Stream 1: Coast and estuary planning

Applications will initially be checked to confirm eligibility; correct categories are selected and completeness. Ineligible or incomplete applications will not be assessed. Where applicable, an application may be moved to more appropriate program streams.

Applications will then be assessed against the following pass/fail criteria:

- action is identified in a certified CZMP/CMP
- the method proposed to undertake the work is sound
- the project is good value for money (compared to similar projects).

10.2 Streams 2 to 5: Implementing actions

Applications will initially be checked to confirm eligibility and completeness. Ineligible, incomplete or late applications will not be assessed.

Applications will then be assessed by Department technical staff and an independent panel, which includes experts and stakeholder representation, against assessment criteria to prioritise applications on a statewide basis.

The applications will be assessed using the criteria listed below:

- action is identified in a certified CZMP/CMP
- the project aligns to statewide and this grant program’s priorities and objectives
- the project meets one or more of the management objectives for the relevant coastal management area
- the council has the capacity to deliver the project, regarding their past grant management history (if a council has a poor grant delivery history, additional conditions may be added should the application be successful) and available resources and the proposed timeframe
- council commitment to maintaining works in a condition suitable to meet its design intent for the design life
- the extent to which the project cost-effectively addresses one or more of the program stream objectives
- technical feasibility, if relevant to the type of project and implementation of best practice
- the level of state or regional significance, including the immediacy of any threats
- the environmental benefit of the project.

All applicants will be notified in writing of the outcome of their application.

It is expected that a reserve list will be created for projects to be funded when and if additional program funds are available, prior to the next funding round opening for applications. The reserve list will not be published but applicants will be advised in writing of the outcome.

Note: An application will be awarded a reduced ranking if it is not well thought out, has unclear objectives or outcomes, will only partially achieve program objectives or does not meet funding priorities.

11. Contacts for assistance

For assistance with grant applications, contact the Department of Planning, Industry and Environment offices listed below.

Table 1 Regional contacts

Region	Telephone number
North East	02 8289 6312
Hunter/Central Coast	02 4927 3248
Greater Sydney	02 8837 6097
South East	02 4224 4153

11.1 General administration inquiries

For general grant administration inquiries, contact the Grants Branch – Coast, Estuary and Flood on 02 9895 6494 or by email at coastalestuary.floodgrants@environment.nsw.gov.au

12. Submission process

12.1 Stream 1: Coast and estuary planning

The round is open for applications to be submitted at any time in the 2019–20 financial year. Any application that is incomplete or ineligible will not be considered.

12.2 Streams 2 to 5: Implementing actions

Applications must be received by **5.00pm Friday 11 October 2019**.

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

12.3 Lodging the application

Submit the entire application by email: coastalestuary.floodgrants@environment.nsw.gov.au

Please email the application form as a Word document – do not send as a PDF. Other attachments can be emailed as Word, Excel or PDF documents.

If the application form is not submitted in the format specified above, it will not be accepted. Ensure the entire application, including all attachments, e.g. letters of support from project partners; maps; etc. is emailed.

Emailed applications must not be larger than 10MB including all attachments.

13. Other programs

The NSW Environmental Trust offers a range of other environmental grants for local government. For further information, please see the Environmental Trust website.

NSW Department of Primary Industries administers the Habitat Action Grants. For more information, go to Habitat Action Grants on the Department of Primary Industries site.

14. Instructions for completing the application form

Separate application forms should be completed for each project.

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against others on a statewide basis will be considered ineligible for funding.

These explanatory notes correspond to the items on the application form.

14.1 Stream – Coastal and Estuary Planning applications

1. Project title

Provide a title for the project in 80 characters or less. If the application is successful, this project name will be used in the grant documentation and for promotional purposes. The title should be self-explanatory and, where possible, include the location name.

2a, b & c. Applicants details

The applicant must be a local council or be explicitly included in the section in these guidelines under 'Who can apply'.

If the applicant has a project partner(s), attach a letter of support from that organisation, which also outlines details of the partner's financial and other resource commitment to the project.

2d & e. Status of Coastal Zone Management plan or coastal management program

The application must list the status of the existing plans for this area in terms of whether it has been certified, the date of certification or whether it is currently being considered for certification.

If funds are being sought to undertake a CMP for the first-time tick either non-certified or no coastal/estuary management plan.

3a & b. Project category

Only one activity should be selected. This should represent the major activity describing the project. If unsure which activity to use, contact the regional representatives in the relevant Department of Planning, Industry and Environment regional office listed above.

For investigation and design or cost-benefit projects, outline the priority of the project in the certified plan. Investigation and design of actions must be a recommendation in a certified/approved CMP or CZMP to be considered for funding.

4. Project timeframe

List the expected commencement and completion dates for the project. The proposed commencement date cannot be prior to two months after the application is submitted and the project needs to commence within six months of the application submission date. The timeframe should be realistic, as this will set the funding term duration for the funding agreement if the application is successful.

Payment will not be made for activities completed or contractual commitments made prior to approval of applications and prior to approval of project work plans for successful applications. Being realistic about the timeframe to successfully deliver the project will minimise the need for future paperwork to vary timeframes which can take time to be assessed and can stall progress on the project. The maximum project duration is 36 months.

5. Project location

Describe the geographic extent of the project including, for example, town, latitude, longitude, nearby road, beach or other notable landmark. The application should include a locality diagram or map and where relevant attach photographs of the site to be worked on.

Use the relevant state electorates, not federal electorates.

Information on the local government area (LGA), state electorate, Local Land Services region and catchment are required for program reporting purposes. They will not be considered as part of the assessment process.

6. Budget overview

Provide a breakdown of the proposed project expenditure and any partner contributions. This should be consistent with the more detailed budget outlined in the project plan at question 12.

Partner contributions must be removed from the whole project cost prior to applying the funding ratio.

Please ensure the funding amount requested is accurate as additional funding towards projects will only be provided in exceptional circumstances and any requests of more than a 30% increase may result in the applicant being asked to reapply.

Please ensure that accurate costings are included, advice can be sought from regional representatives who can liaise with a Department Economist in relation to the costing of cost-benefit analysis projects.

Taxation – goods and services taxes (GST): organisations administering a grant (and are registered for GST) are not to include any GST in the application budget.

7. Project summary

Provide a succinct summary of the project (maximum of 150 words) for promotional and media purposes.

This should include an overview of the project including project location, the issues the project will address, expected outcomes and how these will be achieved. Please ensure this captures the main elements of the project in an informative way.

Please ensure correct spelling and grammar are used as this summary will be used for the Department website and other promotional purposes.

8. Other grants at this location

Provide details of any previous grants received for similar projects at this location in the last five years. This should include funding under any NSW or Commonwealth grant programs. Indicate if the grant is ongoing or finalised.

9. Other funding sources

Provide details of any current or planned proposals for accessing funds from other funding programs for this project or components of this project.

Include information about the funding program, the project scope and budget, the indicative timing of the project and proposal, and any impacts it may have on this application.

10. Background of issue and need for the study

Provide a brief description of the background of the issue and identified the need for the proposed project.

11. What will the project achieve

Outline the outcomes and objectives, impact or benefits (including any environmental benefits or improvements to resilience and adaptation to mitigate climate change) of the project. If the application is successful, the applicant will need to report against these outcomes in the final report.

12. Project plan

The project plan should outline the project's expected milestones, activities, timeline, budget and grant amount sought for each milestone. Grants are to be completed within 36 months of the grant offer.

Do not allocate milestone dates in June.

Provide sufficient detail so assessors can understand the key steps in the project and how outcomes will be delivered. If there is not enough detail in this section the assessors may not have confidence in what will be delivered.

Ensure the total funding amounts equals the amounts provided in question 6.

Note: for successful grants under all streams, submission of a project work plan based on the project plan will be required within five months of receiving a funding agreement.

13. Capacity to deliver and maintain the project

Applicants must demonstrate that they have the capacity to deliver the project as outlined. The justification should outline the applicant's past grant/s management performance and their available resources. It needs to show that the proposed timeframe is realistic with regards to completing the prerequisite consultant briefs or approvals. Only applications that clearly demonstrate this will be considered for funding.

Applicants should detail how any previous challenges to the delivery of past grants have been addressed and overcome if appropriate.

14. Funding agreement

Applicants must enter into a performance-based funding agreement. By ticking the box, the applicant agrees to be bound by all the conditions in the funding agreement.

It is unlikely that approval will be granted to change the conditions in the funding offer once a grant is awarded.

15. Discussions with the Department of Planning Industry and Environment

The Department recommends that applicants initially discuss the project with Department regional staff regarding the overall concept, preliminary cost estimate and eligibility for funding. Department staff can also provide technical advice on draft applications.

Contact details are listed in the guidelines under contacts for assistance.

Do not include that council has spoken with Department staff unless there has been communication specifically about the project that is the subject of your application.

16. Public exhibition or consultative process

If relevant, describe if public exhibition or a consultative process has been undertaken prior to commencing this project. This should include details of any consultation undertaken (or proposed) to assess the need, appropriateness, and support for the project.

17. Competitive tenders

Proposals to undertake work other than via a competitive tender process are required to state their intention to do so in the application form. Applicants answering no to this question must clearly justify the benefits of the works not being tendered.

If the applicant's organisation has a business arm that undertakes works relevant to the project, it is expected that the works will still be put to tender, and that the business arm apply for the work in an open and transparent process.

Any applicant proposing to use their own resources without going to tender should provide a detailed justification for the work to be done in-house.

Applicants need to provide full details of the key staff to be involved and clearly demonstrate they have the expertise, skills, qualifications, and experience to undertake the work and detail why this option is more efficient from both a time and financial perspective.

Applicants must also demonstrate that the staff and other resources required will be committed to the project to ensure that work is completed within the specified time period. The program should not be used to cost shift so that permanent council staff or teams that have been employed to undertake certain roles are subsidised by the program to do their job.

Please note if the applicant later chooses to undertake the project or elements of the project in-house a variation request will need to be submitted and assessed, which will delay the commencement of the project.

All procurement activities must be undertaken in a way that complies with the grantee organisation's procurement policies and must be legal.

14.2 Stream 2 to 5 – Implementing Actions applications

1. Project title

Provide a title for the project in 80 characters or less. If the application is successful, this project name will be used in the grant documentation and for promotional purposes. The title should be self-explanatory and, where possible, include the location name.

2a, b & c. Applicants details

The applicant must be a local council or be explicitly included in the section above under 'Who can apply'.

If the applicant has a project partner(s), attach a letter of support from that organisation, which also outlines details of the partner's financial and other resource commitment to the project.

2d & e. Certified plan

The applicant must state the status of their coastal zone management plan (CZMP) or coastal management program (CMP) for the project site. This includes whether it has been submitted and is currently being considered for certification, or if it has been certified, and the date of its certification. A link to the relevant certified plan should be provided identifying the priority of the project in the plan. Include in this section any additional detail on the level of risk.

3. Project stream

There are a number of categories to choose from (see Funding streams in this guideline). If the project falls across more than one category, use the one that best describes the project's major focus. If there is any uncertainty about the best category to use, contact the Department regional representative.

4a. Project activity

Only **one** activity should be selected. This should represent the major activity describing the project. If unsure which activity to use, contact the Department regional representative. While similar, both stream and activity are required.

4b, c, d & e. Infrastructure works

The applicant must complete an investigation and design for all infrastructure works costing over \$500,000 total project cost prior to applying for funding.

A cost-benefit analysis/distribution analysis is required for all projects where the total project cost will be \$1 million or more (total cost across all stages of a project). For large scale projects deemed to be predominantly of state benefit, at least a cost-benefit analysis must be done to determine the option selected is the best and most effective for the location and the planned outcomes.

See guidelines in the [NSW Coastal Management Manual](#) for more detail on when a CBA (cost-benefit analysis) will be required.

A cost-benefit analysis will also be assessed using the following factors:

- comparison to similar projects
- evidence from an economic appraisal that demonstrates the project provides net public benefit
- it is the best option for the location and issue.

5. Project significance

If there are multiple applications for different projects within the organisation, please rank each project, so we can clearly identify which is the most important project to council. This does not mean that the highest priority project will be funded.

6. Project timeframe

List the expected commencement and completion dates for the project. The proposed commencement date cannot be prior to 31 January 2020, but the project must have commenced by 31 July 2020. The timeframe should be realistic, as this will set the funding term duration for the funding agreement if the application is successful.

Payment will not be made for activities completed or contractual commitments made prior to approval of applications and prior to approval of project work plans for successful applications.

Being realistic about the timeframe required to successfully deliver the project will minimise the need for future paperwork to vary timeframes, which can take time to be assessed and can stall progress on the project.

The maximum project duration is 36 months.

It would be expected that revegetation, dune management or rehabilitation projects would extend over the full 36-month period to ensure the work is sufficiently established and maintained before the funding period ceases. Shorter duration projects will still be considered and assessed on their merits.

7. Project location

Describe the geographic extent of the project including, for example, town, latitude, longitude, nearby road, beach or other notable landmark. The applicant should also attach a locality diagram or map and where relevant, attach photographs of the site to be worked on.

Information on the local government area, state electorate (not federal electorates), Local Land Services region, and catchment are required for program reporting purposes. They will not be considered as part of the assessment process.

8. Project summary

Provide a succinct summary of the project (maximum of 150 words) for promotional and media purposes.

This should include an overview of the project including project location, the issues the project will address, expected outcomes and how these will be achieved. Please ensure this captures the main elements of the project in an informative way.

Please ensure correct spelling and grammar are used, as this summary will be used for the Department website and other promotional purposes.

9a. Budget overview

Provide a breakdown of the projected project expenditure. This should be consistent with the more detailed budget outlined in the project plan at question 21.

Please ensure the funding amount requested is accurate as additional funding towards projects will only be provided in exceptional circumstances and any requests of more than a 30% increase may result in the applicant being asked to reapply.

For all projects with a total project cost of \$1 million or more (total cost across all stages of a project), the applicant will first need to complete a cost-benefit analysis and distributional analysis before applying for funds to implement the works.

For large scale projects deemed to be predominantly of public benefit, at least a cost-benefit analysis must be done to determine the option selected is the best and most effective for the location and planned outcomes.

The proportion of state government funding available for these works will take into consideration the results of the distributional analysis that is based on the cost-benefit analyses. The grant will pay for the portion determined to be of benefit to the State.

Different rules apply to projects that have identified significant open coast hazards.

Taxation – goods and services taxes (GST): organisations administering a grant (and are registered for GST) are not to include any GST in the application budget.

9b. In-kind contributions

Provide details of in-kind contributions towards the project. This question is optional to answer. Details in this section may enhance the ranking of your project when value for money is considered/assessed. Only activities classed as ineligible for funding can be included in this section.

10. Will this project be part of a larger project

Provide details if this project is part of a larger project/vision for the area. If this project is not stand alone and is a stage of a larger project, and the total cost of all elements exceeds \$1 million then a cost-benefit analysis will need to be undertaken for the entire project.

11. Other funding/grants

Provide details of any previous grants received for similar projects at this location in the last five years. This should include funding for any NSW or Commonwealth grant programs. Indicate if the grant is ongoing or finalised

Please also provide details of any current or planned proposals for accessing funds from other funding programs for this project or components of this project. Include information about the funding program, the project scope and budget, the indicative timing of the project and proposal, and any impacts it may have on this application.

12. Background of issue and need for the project

Provide a brief background of the issue and identified need for the proposed project.

13. Regional or state significance

Outline why the project is of state or regional significance, including if there are any immediate threats (e.g. from natural hazards), if the project relates to a high value or iconic site, or any other supporting information.

14. What will the project achieve

Outline the outcomes and objectives, impact or benefits (including any environmental benefits or improvements to resilience and adaptation to mitigate climate change) of the project. Is this a high-risk location and is it addressing any legacy issues and if so, detail how?

If the project includes recreational amenity elements outline how they are integrated and support environmental outcomes.

The applicant will be required to report against these outcomes in the final report.

15. Outcome if the project is not undertaken

Outline the likely outcomes of inaction at this site. This will help to build a picture of the need to undertake this project.

16. Long-term management objectives for this site

Provide a summary of the proposed long-term management options for the site and include in this section any other long-term management plans or studies that support the proposed works.

17. Public benefit

Outline the benefit to the public and local community that will result from the delivery of this project.

18. Business impacted by the project

Outline the number of businesses that will be directly impacted (both positively and negatively) by this project.

List what the impacts will be. This will help to provide an idea of the scope of the impact of the works progressing or not going ahead. If this is not relevant to your application, please make a statement as to why. If this is difficult to quantify for the location, then please detail why and provide an estimate and how you derived the estimate.

19. Public use of the site

Outline the number of people who visit this site (both during peak times and outside of peak times) and what they use the site for. If this is not relevant to your application please make a statement as to why. If this is difficult to quantify for the location then please detail why and provide an estimate and how you derived the estimate.

20. Residential dwellings impacted

Outline the number of residential dwellings and residents that will be directly impacted (both positively and negatively) by this project and what these impacts will be. If this is not relevant to your application please make a statement as to why. If this is difficult to quantify for the location then please detail why and provide an estimate and how you derived the estimate.

21. Project plan

The project plan should detail the project's expected milestones, activities, timeline, budget and grant amount sought for each milestone.

Projects are to be completed within 36 months of the grant offer.

Do not allocate milestone dates in June.

Provide sufficient detail so assessors can understand the key steps in the project and how outcomes will be delivered.

It would be expected that relevant details such as the number of plants, steps as to how the project will be delivered, hectares to be managed and how, detailed elements of works to be constructed and what they will be constructed of will be provided. This information will be used to help determine the reasonableness of costs and the project methodology.

The plan should include at least six very detailed milestones if the applicant is seeking funds for a project over \$500,000.

Ensure the total funding amounts equals the amounts provided in question 9a.

Note: for successful applications under all streams, submission of a project work plan based on the project plan will be required within five months of receiving a funding agreement.

22 a, b & c. Capacity to deliver and maintain the project

Applicants must demonstrate that they have the capacity to deliver the project as outlined. The justification should outline the applicant's past grant management performance and their available resources. It needs to show that the proposed timeframe is realistic. Only applications that clearly demonstrate this will be considered for funding.

Applicants should detail how any previous challenges to the delivery of past grants have been addressed and overcome, if appropriate.

Please detail how the project will be maintained, as this will be an important consideration during the assessment phase.

23. Funding agreement

Applicants must enter into a performance-based funding agreement. By ticking the box, the applicant agrees to be bound by all the conditions in the funding agreement.

It is unlikely that approval will be granted to change the conditions in the funding agreement once a grant is awarded.

24. Discussions with Department of Planning, Industry and Environment

The Department recommends that applicants initially discuss the project with Department regional staff, regarding the overall concept, preliminary cost estimate and eligibility for funding. Department staff can also provide technical advice on draft applications.

Contact details are listed in the guidelines under contacts for assistance.

Do not include you have spoken with Department staff unless the council has specifically spoken about the project that is the subject of the application.

25. Community support

Describe the level of support from the community for the project. This should include details of any consultation undertaken (or proposed) to assess the need, appropriateness, and support for the project. Some examples of responses include:

- the project has been developed by a coastal or estuary management committee with community membership
- a public meeting was held, supported by an article in the local newspaper and display panels at the council building foyer during the initial planning stages of the project
- public comment has been invited on an environmental impact statement and/or development application
- a brochure detailing the background of the project and possible options are being prepared to seek comments from local residents, community groups and stakeholders
- no public comment or input is required for this project (and provide justification as to why).

26 & 27. Land ownership

Generally, actions will only be funded if they are on public land owned by either a council or the Crown.

28, 29 & 30. Planning approvals

For works projects, detail the necessary approvals and licences required and whether these have been obtained.

For infrastructure works projects an initial grant may be sought to undertake feasibility studies, develop designs, and undertake cost-benefit analyses under the planning stream. This allows more detailed scoping and costing of subsequent works and apportioning of the public benefit that will result from the project.

31. Competitive tenders

Proposals to undertake actions other than via a competitive tender process require specific approval. Applicants answering no to this question must clearly justify the benefits of the works not being tendered.

If the applicant's organisation has a business arm that undertakes works relevant to the project, it is expected that the works will still be put to tender, and that business arm applies for works in an open and transparent process.

Any applicant proposing to use their own resources without going to tender should provide a detailed justification for the work to be done in-house.

Applicants need to provide full details of the key staff to be involved and clearly demonstrate they have the expertise, skills, qualifications, and experience to undertake the work and detail why this option is more efficient from both a time and financial perspective than going to competitive tender.

Applicants must also demonstrate that the staff and other resources required will be committed to the project to ensure that work is completed within the specified time period.

The program should not be used to cost shift so that permanent council staff or teams that have been employed to undertake certain roles are subsidised by the program to do their job.

If the applicant later chooses to undertake the project or elements of the project in-house a variation request will need to be submitted and assessed which will delay the commencement of the project.

All procurement activities must be undertaken in a way that complies with the grantee organisation's procurement policies and must be legal.

15. Addendum 1 – Significant open coast hazards specific grant provisions

For works over \$3 million dollars mitigating significant open coast hazards at identified locations, the following rules apply and replace those listed above in this document for the coastal vulnerability area.

The funding threshold applies to the cost of the hazard mitigation works, but not associated works.

15.1 Locations identified as having significant open coast hazards

The following locations have been identified as having significant open coast hazards:

- Byron Shire Council – Belongil Beach
- Ballina Shire Council – Lennox Head
- Clarence Valley Council – Brooms Head
- Clarence Valley Council – Wooli
- Port Macquarie - Hastings Council – Lake Cathie
- Mid Coast Council – Old Bar Beach
- Mid Coast Council – Winda Woppa – Jimmy’s Beach
- Central Coast Council – Noraville
- Central Coast Council – Norah Head
- Central Coast Council – The Entrance North
- Central Coast Council – Wamberal/Terrigal
- Northern Beaches Council – Bilgola
- Northern Beaches Council – Mona Vale
- Northern Beaches Council – Collaroy/Narrabeen
- Eurobodalla Shire Council – Batemans Bay

Should council believe that a location in addition to the above should be considered as having a significant open coast hazard please contact the Senior Team Leader Contestable Grants to discuss on 9895 6494. This would be a location with significant public and private assets at risk in the short term.

15.2 Stream 2: Coastal vulnerability area

Works and activities that are demonstrated to reduce the threat from coastal hazards and may include:

- Management and stabilisation of dune systems. Please refer to the Coastal Dune Management – A Manual of Coastal Dune Management and Rehabilitation Techniques when developing the project. For any dune re-profiling projects, the environmental benefit of the activity must be demonstrated.
- Design and implementation of erosion reduction structures. If the project includes a seawall lined foreshore in an estuary, the council must demonstrate the environmental benefits and how the project aligns with the standards as set out in the Environmentally

Friendly Seawall – A Guide to Improving the Environmental Value of Seawalls and Seawall lined Foreshores in Estuaries.

- Beach nourishment and works to reduce exposure to climate change.
- Actions to reduce future risk from coastal hazards.
- Works to improve natural resilience to potential impacts from coastal hazards.
- Actions to reduce the risk to public assets.
- Actions to reduce liability in relation to coastal natural disasters.
- Education, where it will help reduce exacerbating issues in the coastal vulnerability area.

15.3 Specific contribution rules for significant open coast hazard projects

For large scale projects over \$3 million, the program will fund 50% of the public benefit (state government and local council benefit) identified in the distributional analysis that has been based on the cost-benefit analysis for works that directly reduce/mitigate significant open coast hazards.

Addressing significant open coast hazards is a priority of the Coastal and Estuary Grants Program. It is acknowledged that through the distributional analysis that some benefits to the public may be derived from the construction of private infrastructure that may not have been fully realised through the cost-benefit analysis. On this basis, the program is willing to fund up to 10% of the cost of infrastructure that protects private property at the locations listed above, where funds are matched by the council in the form of an equivalent monetary contribution (council's contribution cannot include in-kind, third party or voluntary contributions).

15.4 Instructions for completing the application form

Separate application forms should be completed for each project.

Applications that are incomplete or do not provide the necessary level of detail to facilitate an adequate assessment of the project against others on a statewide basis will be considered ineligible for funding.

These explanatory notes correspond to items that are not covered above in the Stream 2 to 5 – Implementing Actions applications or where the guidance information for the question is different.

3. Applying outside of the advertised funding round

Applications will only be considered if the works are urgent and cannot wait until the next funding round. Justification as to why the works are urgent must be provided. You should speak to a Department regional representative and the Senior Team Leader Contestable Grants before submitting a significant open coast hazards application.

9. Budget overview

Provide a breakdown of the projected project expenditure. This should be consistent with the more detailed budget outlined in the project plan at question 21.

Please ensure the funding amount requested is accurate as additional funding towards projects will only be provided in exceptional circumstances and any requests of more than a 30% increase in funds may be asked to reapply.

Funding sought for actions that directly reduce/mitigate significant coastal hazards – 50% of the public benefit identified in the distributional analysis that has been based on the cost-benefit analysis for works that directly reduce/mitigate coastal hazards. To support this figure the distributional analysis for this action will need to be provided with the application.

Funding contribution towards private works that may have some broader public benefit - addressing significant open coast hazards at the listed locations is a priority of the Coastal and Estuary Grants Program. It is acknowledged that through the distributional analysis that some benefits to the public may be derived from the construction of private infrastructure that may not have been fully realised through the cost-benefit analysis. On this basis, the program is willing to fund up to 10% of the base cost of infrastructure that protects private property at the listed locations, where funds are matched by the council in the form of an equivalent monetary contribution (council's contribution cannot include in-kind, third party or voluntary contributions). The state contribution will only fund works to the minimum standard to protect the assets, and not any additional works such as access points or works constructed to a higher standard than necessary.

Additional elements of the project that do not directly reduce/mitigate coastal hazards – for additional elements of the project (e.g. amenity, boardwalks, car parks, walkways) the grant will pay for the portion of the works identified through the distributional analysis to be of state benefit. The grant will only contribute towards the costs necessary to reduce the hazard, not for additional amenity items that may be added to the design.

10. Contribution towards private works with broader public benefit.

Provide detailed justification of the benefits of the proposed private asset protection works for the general public. This information will be used to determine if funding (maximum 10%) will be contributed towards private work.