Environmental Restoration and Rehabilitation Program

Guidelines for applicants

Closing date: 5.00 pm 31 August 2012

Published by:
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OEH 2012/0591
May 2012

Contents

(words marked with * see Glossary)

Part 1: what you need to know about this program

About the NSW Environmental Trust

Establishment of the Trust

The Environmental Trust is an independent statutory body established by the New South Wales Government to undertake projects that enhance the environment of NSW. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Office of Environment and Heritage (OEH), Department of Premier and Cabinet.

About the Environmental Restoration and Rehabilitation Program (R&R)

Aim

The aim of the Restoration and Rehabilitation (R&R) Program is to facilitate projects run by community organisations and state and local government organisations to prevent or reduce pollution, the waste stream or environmental degradation of any kind. Through these projects we also aim to improve the capacity of communities and organisations to protect, restore and enhance the environment.

Funding

The total funds to be offered under the R&R program in 2012 are:

- $2,000,000 allocated to the Community Organisations Program, and
- $2,000,000 allocated to the State and Local Government Program

Grants of between $5,000 and $100,000 are available for the duration of the project which can be between one and three years long. Projects may be undertaken on public or private land.

Competition for funds is normally high. In the last grants round (2011), the Trust received 145 applications requesting $11.5 million. A total of 49 applications, totalling $3.9 million, were successful.

Objectives

The objectives of the Environmental Restoration and Rehabilitation program are:

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

Other types of projects

The Trust welcomes applications for projects other than traditional restoration projects. Projects that address impacts of pollution and waste are encouraged as well as any other projects that address the program objectives and are not core business.

Part 2: eligibility

Can you apply?

Eligibility

To be eligible for a grant under the R&R program, your organisation must (see table below):

	Community	State and Local Government
Examples of eligible organisations	Community organisations including community groups, incorporated associations (community or industry associations incorporated under the *Associations Incorporation Act 1984*), cooperatives, companies limited by guarantee **Note:** Community organisations such as bushcare groups which are not incorporated are eligible to apply, but only if they arrange for the grant to be administered by a Council or other non-profit organisation (see Role of administrator below).	State Government organisations and statutory committees, Councils (as defined in the *Local Government Act*), Regional Organisations of Councils and other local-government-controlled organisations.
Examples of ineligible organisations	Individuals, industry joint ventures, profit-distributing corporations and all organisations that are eligible for the State and Local Government Program grants.	Individuals, industry joint ventures, profit-distributing corporations (including government entities that have shareholders and distribute profits) and all organisations that are eligible for the Community Organisations Program grants.

Non-profit organisations incorporated under the Corporations Act must provide proof of their non-profit status:

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

Role of an administrator

Community groups/organisations who are not incorporated may nominate another organisation to administer grant funds on their behalf. The administrator must be a legal entity and Grant Agreements are prepared in the name of the administering body who is required to sign Grant Agreements on behalf of the grantee. Grant payments are made payable to the administrator who is responsible for disbursing funds on the grantee's behalf and the preparation of financial reports as specified in the Grant Agreement. It is expected that an agreement will have been reached between the grantee and the administrator in relation to project management and submission of progress/final reports.

Conditions of eligibility

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

- include an accurate detailed budget for the project in your application
- complete the NSW Environmental Trust's Application Form, including 'Section C - Financial Information'
- include in your application names of two office-bearers in your organisation (e.g. Chairperson, Treasurer, CEO or Executive Officer) who are able to attest to the accuracy of the information within the application. Where the grant is being administered by another organisation, provide the name of the organisation and the name of a senior manager who has agreed to administer the grant on your behalf
- ensure your application is received by the closing date. Late applications will not be accepted and will be returned
- demonstrate that previous grants are progressing satisfactorily. Failure to do so may result in the Trust refusing to consider any new applications.

Unless your application satisfies all of the above conditions it will not be forwarded to the Technical Committee and your application will be returned to you.

Organisations may lodge a maximum of three applications to this program.

Ineligible activities

The following activities are not eligible for funding:

- restoration and rehabilitation of buildings
- projects that, in the normal course of events, are clearly the core business of local or state government authorities (see note following)
- continuing administration/operational costs of organisations (see Section C3.2 Administration costs)
- capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project
- restoration and rehabilitation activities where a known person or organisation can be held legally responsible for the task
- projects that fund devolved grants (i.e. projects offering grants to other organisations)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- reimbursement of salaries of existing State or Local Government staff who will be supervising or working on the project as part of their usual duties. However, the Trust will fund salaries of officers to be employed specifically to work on the project. If you are seeking Trust funds for an officer currently employed by your organisation, including both community organisations and State/Local Government organisations, you will need to explain why the Trust is being asked to fund an already-existing employee (e.g. it may be that current employees are only employed on a part-time basis and that Trust funding is intended to cover the cost of continuing their employment for them to work on the funded project.)

Note: 'Core business' can be difficult to define as it varies for different organisations. Whilst the Trust cannot provide a comprehensive definition, as a general guideline core business is the key or essential business or legal responsibility of an organisation. The Trust will not fund core business, but will consider funding works that are related to but additional to the organisations usual work or responsibilities. Applicants will be required to demonstrate how their project is not core business.

Funding from multiple sources

Our grants are usually made to cover the full cost of projects, with the exception of routine administrative or operational costs (see Section C3.2), which you should meet. The Trust recognises, however, that some large projects may require joint funding. In order for us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

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

The Trust will inform you of how it will progress your application if these circumstances arise.

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

Part 3: assessment criteria

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

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

Beside each assessment criterion is a reference to a section of the Application Form that contains questions relevant to that criterion. Suggestions about points you might want to address in your application are included. There is also a Glossary on page 23 which includes definitions of some key terms used in these criteria.

Environmental Restoration and Rehabilitation Program Assessment Criteria *see glossary on page 25 for definitions
1. *Tangible environmental benefits** (see Section B2 of the Application Form)
• clear explanation of the environmental issue to be addressed • demonstrated need for the project, based on how it will make a difference to this issue • degree of awareness of and collaboration with *stakeholders** who are involved in the same environmental issue (particularly important in the State and Local Government program)
2. Demonstrated contribution to program *aims and *objectives**** (see Section B3 of the Application Form)
• contribution of the proposal is aligned with program *aims** and *objectives** • extent to which tangible *objectives** are clearly identified
3. *Efficiency and *effectiveness**** (see Section B4 of the Application Form)
• *objectives** clearly targeted towards achieving expected *outcomes** • feasibility of the project to measure how the proposed *activities** will enable the *objectives** to be met • feasible time frame for achieving proposed *objectives** • how well the proposal addresses risk factors that have the potential to jeopardise the achievement of expected *outcomes**
4. Demonstrated ability to deliver the project to a high standard (see Sections B4, and B7 of the Application Form)
• sound project planning and methodology • degree of originality or innovation of the approach • degree of community involvement and how this will be achieved • appropriate expertise in relevant fields • demonstrated management skills and relevant experience
5. Value for money (see Sections B5, B7 and Section C of the Application Form)
• demonstrated commitment to continue to support the project's outcomes beyond the life of the grant and extend of long-term benefits/flow-on effects resulting from the project • extent to which the budget supports the projected *objectives** and whether it will ensure the viability of the project overall • the likely environmental impact of the proposal relative to the amount of program funds • appropriateness of the mix in the total budget between: o materials and other direct project costs o professional expertise o ‘In-kind’ support (e.g. equipment, machinery) from applicant and other organisations o voluntary expertise/labour

Part 4: additional information on preparing your application

The information below may be useful when answering specific questions in your application. Not all of it may be relevant to your particular project, and you should use it as required.

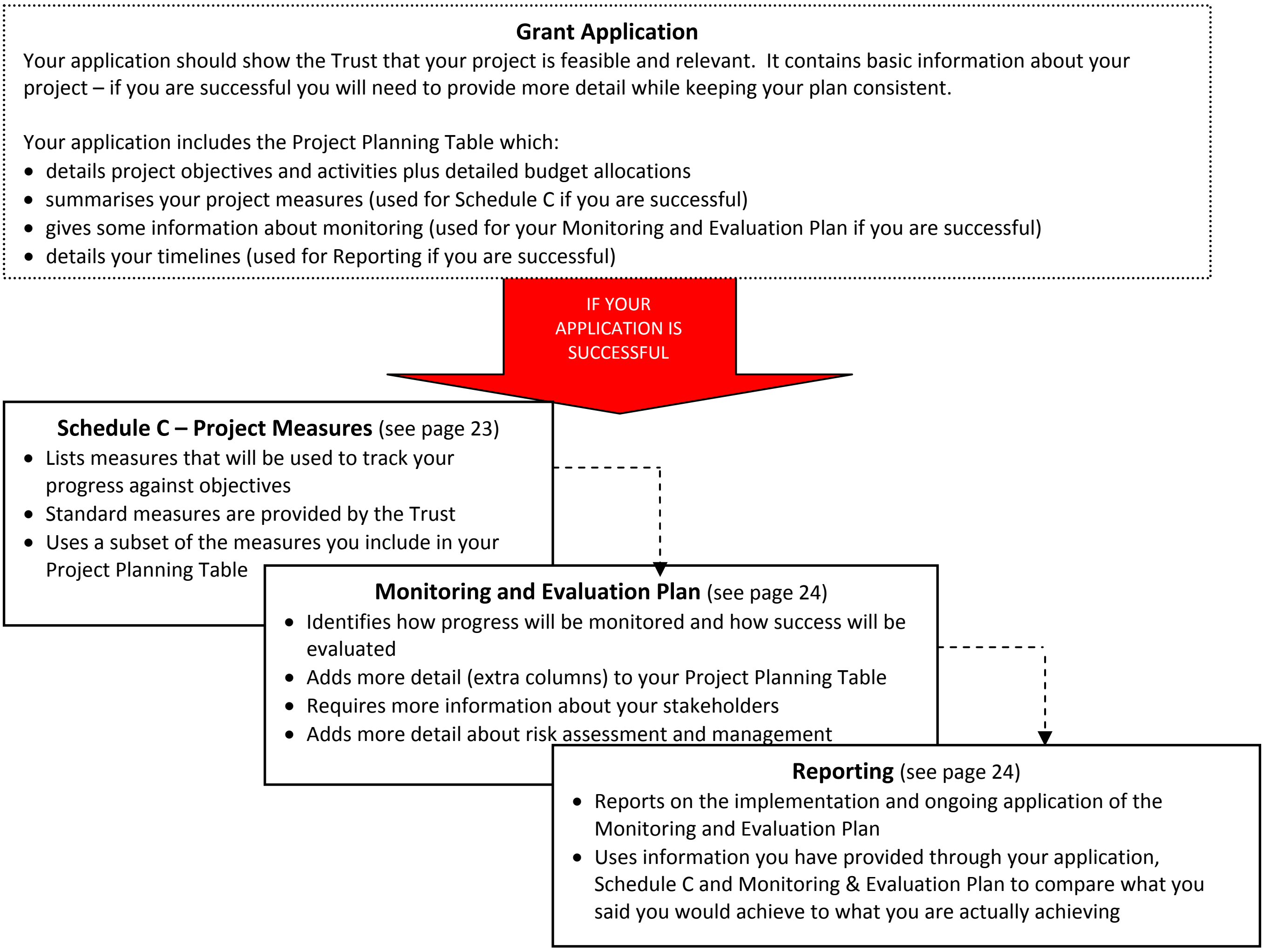
Project Planning

Refers to question B4.1 of the Application Form

Project planning overview

This section will help to plan your project to maximise your chances of gaining funding and delivering your planned outcomes. Good project planning may require more time and effort up front, but will make finalising and delivering your project easier.

This section will also help to ensure that you are well prepared to provide the information that will be required if your application is successful. The diagram below shows how the different parts of the grant process work together to build a whole picture of your project.



If you are successful in obtaining a grant, reporting will draw on your detailed project plan. For this reason it makes sense for you to understand the documents required as part of the reporting process when you fill out the project planning table. A brief outline of these documents, which are also referred to in the above diagram, is provided on pages 21 to 22.

You are also encouraged to visit the Trust website to view the tools and further information available.

Guide to completing your project planning

TIP: your answers to this section assist the committee who assess your application to determine how well your project meets the Restoration and Rehabilitation Program *objectives** (program *objectives** are listed on page 3).

How many objectives should I have?

You should have a **maximum of six** *objectives**.

Most restoration and rehabilitation projects may only have 2 to 3 targeted *objectives**. If you find that the *activities** you are listing are being repeated under several objectives then it may be better to combine them. The application form allows for up to seven *activities** for each *objective**.

For example:

If you believe your *objectives** to be:

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

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

We would suggest your *objective** be:

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

How much detail is required?

Complete your project planning according to the objectives of your project. We encourage you to incorporate a similar level of detail as provided in the example below. When completing your project planning please use one table for each *objective** and leave the others blank.

Are your objectives achievable?

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

Example of project planning

The following tables provide an example of project planning for a hypothetical restoration and rehabilitation project.

The example provided is a two year project with a commencement date of July 2013 and finishing May 2016 (progress reports would be submitted in June 2014 and June 2015 and a final report would be submitted in May 2016).

Please carefully consider the timing of your project when completing this section.

OBJECTIVE 1: To increase community awareness and knowledge on the importance of managing foxes, cats and dogs to prevent predation on the endangered yellow-bellied gliders and to decrease the removal of old and dead trees from the forest to protect the gliders habitat.					
Activity (Significant steps or actions that are needed to produce the identified objective)	**Project measures** (refer to Schedule C – Project Measures for a range of measures that may be suitable for your project)	**Total projected** (this is what you aim to achieve by undertaking the activity, e.g. number of volunteer hours contributed)	**How progress be measured?** (i.e. record the number of people trained, transects to assess vegetation species present etc)	**Year activity will be undertaken?** (i.e. Year 1, 2 or 3 [may occur over multiple years] of the project)	**Activity completion date(s)**
Form a focus group of community members to determine the key messages/ call to action and the methods of communicating the messages and develop in to a communication plan	Focus groups held	3	Attendance records and meeting minutes	Year 1;	Volunteers recruited by October 2013; Key messages and communication plan developed by March 2014
	Key messages developed	3			
	Number of volunteers	7			
	Number of volunteer hours	21			
Develop a targeted media release for issue to the local papers to create awareness of the project and the endangered nature of the glider	Number of individuals potentially reached	10,000	Record the readership of newspaper; Record of the number of articles written and printed; number of calls or interest generated from the articles	Year 1; Year 2; Year 3	Ongoing – November 2013; October 2014; October 2015
	Number of releases written	2			
	Number of media articles written by the papers	3			
Engage designer to develop the interactive website and mobile application to monitor glider activity	Website designed	1	Number of website visits; number of community comments added to the site	Year 1 and 6-monthly monitoring of web activity thereafter	Website complete December 2013; monitoring of web activity June 2014; December 2014; June 2015; December 2015
	Mobile application designed	1			
	Number of visits to the website	5,000			
	Number of individuals potentially reached	5,000			
Install a web cam in an area where yellow-bellied gliders reside in a tree hollow and provide live footage to the Council's website and Council's foyer	Number of community surveyed	50	Record of number of sightings added to the web page; survey random visitors to the Council for their opinion on the web cam and any activities they may have changed	Year 1; Year 2; Year 3	Web cam February 2014; Surveys from February 2014 – March 2016
	Number of glider sightings submitted by the public	100			
	Number of individuals engaged	100			

Work with local vets to develop interesting and informative signage for display at their centres to encourage responsible cat and dog ownership	Number of posters	20	Reduction in number of dogs collected by the pound; anecdotal feedback from the vets	Year 1; Year 2; Year 3	Signs installed February 2014; dog collection numbers February 2015 and February 2016
	Number of vet practices displaying posters	3			
	Number of organisations engaged	3			
Develop text, graphically layout and install signage at the main access point to area, signage on the glider and its habitat and key things locals can do to assist the gliders survival i.e. not removing trees	Signage	1	Reduction in number of newly felled trees by undertaking quadrat surveys	Year 2; Year 3	Signage installed February 2015; quadrats monitored yearly after signage installed
	Number of quadrats established	5			

OBJECTIVE 2: To rehabilitate 10,000 square metres of land to a quality that provides habitat for the endangered yellow-bellied glider *(Petaurus australis)*					
Activity (Significant steps or actions that are needed to produce the identified objective)	**Project measures** (refer to Schedule C – Project Measures for a range of measures that may be suitable for your project)	**Total projected** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (i.e. record the number of people trained, transects to assess vegetation species present etc)	**Year activity will be undertaken?** (i.e. Year 1, 2 or 3 [may occur over multiple years] of the project)	**Activity completion date(s)**
Liaise with the Office of Environment and Heritage to ensure works are being undertaken in accord with the threatened species recovery plan	Talk with suitably qualified OEH member	1	Record of conversation and advice received, assess relevance and usefulness of advice	Year 1	July 2013
Engage contractors and volunteers to undertake works	Number of Trust funded staff	2	Record contractor and volunteer hours via attendance sheets	Year 1; Year 2; Year 3	Contractors and volunteers recruited by October 2013; Work to be completed March 2014
	Number of Trust funded staff hours	1,700			
	Number of volunteers	20			
	Number of volunteer hours	1,000			

Conduct a baseline assessment to establish the current condition of the site and develop site work plan. Ensure a count on trees with hollows and nesting gliders are recorded and know fox habitat is recorded	Number of photo reference points established	10	Establish and then revisit photo reference points and transects/ quadrats and complete initial, progress and final field surveys;	Year 1; Year 2; Year 3	Baseline assessment July 2013; Progress assessment year 1 July 2014; Progress assessment year 2 July 2015; Final assessment May 2016
	Number of quadrats established	5			
	Species density and diversity survey	3			
	Number of gliders inhabiting the area	20			
Undertake primary and secondary weeding with a focus on areas that may harbour foxes	Area regenerated	10,000m²	Undertake transect and quadrat survey and compare to baseline survey; Record area and weeds removed	Year 1; Year 2; Year 3	Primary weeding June 2014; Secondary weeding June 2015; Secondary weeding follow up May 2016
	Number of know fox harbouring areas removed	10			
	Area weeded	6,000m²			
	Target species for which habitat will be improved	Yellow-bellied glider			
Revegetate areas not showing signs of natural regeneration	Number of plantings	2,000	Prepare a watering plan (if needed) and assess plant health regularly; Record number and type of plants planted; and percentage survival. Undertake transect and quadrat survey and compare to baseline survey	Year 2; Year 3	Planting March 2015; Follow up planting March 2016 *<u>Note</u>: The optimum time for planting will vary depending on your region. You should take this into account when planning your project.*
	Survival rate of plantings	90%			
	Area revegetated	2,000 m²			
Construct and install nesting boxes in areas where no hollow logs are present for nesting	Number of nesting boxes	10	Number of nesting boxes installed; number of nesting boxes being used	Year 1; Year 2; Year 3	Nesting boxes installed January 2014; Monitoring of nest boxes January 2015 and January 2016.
	Number of gliders using nesting boxes	8			

OBJECTIVE 3: To reduce fox predation on the yellow-bellied glider					
Activity (Significant steps or actions that are needed to produce the identified objective)	**Project measures** (refer to Schedule C – Project Measures for a range of measures that may be suitable for your project)	**Total projected** (this is what you aim to achieve by undertaking the activity)	**How will you monitor your progress?** (i.e. record the number of people trained, transects to assess vegetation species present etc)	**Year activity will be undertaken?** (i.e. Year 1, 2 or 3 [may occur over multiple years] of the project)	**Activity completion date(s)**
Increase knowledge of fox predation as a key threatening process and control methods for foxes by conducting a workshop	Number of Trust funded staff	1	Pre and post workshop evaluation of attendees	Year 2	July 2014
	Number of Trust funded staff hours	14			
Run a stall at the local farm field days to encourage farmers to undertake a baiting program on their properties and to raise awareness of foxes being a key threatening process for the glider	Field Day	1	Record of farmers visiting the stall; survey of farmers with regards to baiting	Year 2	December 2014
	Number of farmers to visit the display (individuals engaged)	20			
	Number of farmers that commenced baiting	5			
Develop and conduct a fox baiting program in the rehabilitated area	Number of baits installed	100	Survey fox populations in the area at commencement of project and then yearly and at the end of the project.	Year 1 Year 2 Year 3	April 2014 April 2015 April 2016
	Invasive species removed	1			
	Species density and diversity survey	1			

B4.2 What are some of the potential difficulties and risks that could hinder progress on the project and how will you manage them?

Risk factor*	How risk will be managed
1. poor quality effluent, stormwater or tailwater draining into wetland channels or pipes draining wetlands	1. meet with adjoining property owner(s) and discuss objectives of the project and strategies for alternative management of drainage
2. catastrophic event (e.g. fire, vandalism)	2. note and record regeneration, replant if necessary. Improve education of local community.
3. area heavily grazed	3. meet with stock owner(s) and discuss objectives of the project and strategies for management of grazing
4. change of ownership of site	4. discuss ongoing management with new owner
5. feral animals found	5. fencing, active pest control (shooting, poisoning, biological control, ripping, etc.) – seek advice from qualified personnel
6. weed regrowth	6. active weed control (weeding, mulching, poisoning, etc.)
7. loss of site inventory and photographs	7. ensure inventories and survey results are presented electronically and in hard copy and kept in two places
8. project manager resigns	8. have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress
9. climatic conditions prevent project completion by the due date(s) (e.g. drought, flood)	9. review and adjustment of Project plan to accommodate changed tasks and timelines. Variation request will be sent for approval to NSW Environmental Trust.

Partnerships

Do not underestimate the importance of partnerships when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading 'ownership' of the project to a wider audience and sharing responsibility for the project outcomes. You should provide evidence of your project *partners'** support when submitting your application.

Maintenance of grant-funded works

Refers to question B4.6 in your Application Form

If works funded through a Restoration and Rehabilitation grant cannot be completed over the life of a grant (e.g. bush regeneration works will often take 10 years or more, even though much of the works can be done in the first three years) or will need to be maintained after the life of the grant (e.g. de-silting of a constructed wetland), then details must be given of how the project *outcomes** will be maintained and who will carry out the work.

A property or conservation agreement over the site may make your application more competitive as it better guarantees long term maintenance.

Conflict of interest

Refers to question B5.6 in your Application Form

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant, particularly where:

- the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members (or relatives) of the organisation applying for the grant
- members, or relatives of members, of the applicant organisation are being paid as project managers with Trust funds
- members, or relatives of members, of the applicant organisation are being paid as contractors with Trust funds
- works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives

The Trust **does fund projects on private land** and projects where members or relatives of members of the applicant organisation are paid to undertake project work. Such circumstances do **not exclude** the project from being funded, however they do need to be acknowledged as a potential COI. The Committee will assess each situation on its merits and environmental need.

Additional resources

The Trust strongly recommends that you consult with government agencies that may be able to assist you with your application in terms of technical expertise or in-kind support such as Catchment Management Authorities, Office of Environment and Heritage or your local council. It has compiled a range of resources that may be helpful in preparing an application. The resources can be found on the Trust's Restoration and Rehabilitation web page environment.nsw.gov.au/grants/restoration.htm.

The objective 'to undertake resource recovery and waste avoidance projects and to prevent and/or reduce pollution' is a relatively new objective of the program, and the Trust encourages applications addressing this objective. However, if you are considering a waste related project it is strongly recommended that you research your idea/proposal prior to submitting an application, to see if your idea/proposal is already taking place within NSW or if your idea/proposal is feasible. It is worth noting that in this program the Trust does not fund individuals, industry joint ventures or profit-distributing corporations (please refer to page 3 or further information on eligibility) and therefore applicants should take this into consideration when preparing a waste related application.

Catchments

Refers to A5 (a) of your Application Form

There are 13 Catchment Management Authority regions in New South Wales. (See www.cma.nsw.gov.au for catchment maps).

On page 2 of your application you are required to include the catchment area in which your project will be undertaken. The Trust requests that you select one only from the drop down selection box, as listed below. Do not use sub-catchments. If your project has statewide benefit, then select the statewide option.

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

Part 5: financial information

Section C – Financial Information

Overview

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

When you complete Section C electronically (i.e. in MS Excel), the figures you enter will be totalled automatically. Do not cut and paste data into this document as it alters the formatting and may cause errors.

There is one worksheet with three sections in the Excel file, C1: Summary of Project Budget; C2: Other Sources of Project Income; and C3: Detailed Grant Expenditure Breakdown.

It is recommended that you fill in Section C – Financial Information by doing the subsections in the order of C3, C2 and then C1. You must complete all sections before the 'total' fields will automatically total.

All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the *objectives** and *activities** of your project.

The Trust will fund reasonable, justified costs for salaries and consultancies, including costs for recruitment advertising.

In-kind contributions

The Trust values the ability to secure in-kind contributions as it reflects support for your project and good value for money. Therefore, please outline in-kind contributions from both your organisation and other sources under question B7.3 of your Application Form. Where possible, please give a value to these contributions. Do not include in-kind contributions in any part of Section C.

Taxation - good and services tax (GST)

Before completing Section A 'General Information' of the Application Form and Section C 'Financial Information', it is important that you read the following information on GST.

If you, or the organisation administering the project, are registered for GST, do not include any GST in your budget when you fill in your application. The Trust will add 10 per cent GST to your grant payment.

If you, or the organisation administering the grant, are not registered for GST include any GST that you will incur during the life of the project into your budget. If you need more information contact the Trust on (02) 8837 6093.

Breakdown of Section C – Financial Information

Section C1 Summary of project budget
This section is an overview of the total project budget including both Trust and other sources of funds. When developing your budget remember the importance of linking your spending with the project objectives and associated outputs you want to achieve. If your project is more than a year in length not all funding can be received in Year 1. Progress payments will be linked to progress reports (see question A3). In the relevant columns, enter the amounts you require from the Trust year by year and then funding contributed from your organisation or other organisations (*'Other Sources'*). Make sure the values you enter in this section correspond with the description of items you listed in Sections C2 and C3. It is recommended that you fill in Section C1 after completing Sections C2 and C3.

Section C2 Other sources of project income

In this section you need to outline all successful and pending applications for partnership funding or contributions from your organisation (Other Sources) for the project. You need to include information on all organisations you have applied to, which may include Federal, State and Local Government departments, other Trusts and Foundations, and Corporate sponsorship options.

You also need to list the items for which you have sought funding, e.g. salaries, equipment or materials. You need to provide written evidence of partnership funding that has been secured at the time of applying for the grant. If you have pending applications for funding at the time of applying to the Trust, then written evidence of partnership funding needs to be provided once it has been secured.

The Trust will not provide funds to duplicate project work that is being funded through other sources. Therefore, you need to tell the Trust if you have applied to other funding organisations for the project funds you are seeking from the Trust.

Section C3 Detailed grant expenditure breakdown

In this section you need to provide a detailed breakdown of calculations for each line item total. These totals need to be broken down by year in Section C1. It is important that you show as much detail as possible, particularly for line item costs of $10,000 or more. For example:

The example below shows an incorrectly complete budget breakdown compared with a complete budget breakdown that has been filled in correctly

INCORRECT: C3 Description/Details

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

***C3 Description/Details* INCORRECT**

1(a) Salaries	**Trust**	**Other**	**Total**
Project officer	12,960		12,960
1(b) Salary On-Costs			
	3,369		3,369
1(c) Consultancy / Contractor Costs			
XYZ Company - Bushcare contractors	9,600	10,000	19,600
1(d) Materials incl. educational materials			
Shovels, plants, signs	5,000		5,000
Or another example			
Fencing	13,500		13,500

Incorrect

***C3 Description/Details* CORRECT**

1(a) Salaries	**Trust**	**Other**	**Total**
Project officer @ $27/hr x 20 hrs/wk x 24 weeks	12,960		12,960
1(b) Salary On-Costs			
Superannuation / leave loading @ 26%	3,369		3,369
1(c) Consultancy / Contractor Costs			
XYZ Company-Bushcare contractors @ $35/hr x 7 hrs/week x 80 weeks	9,600	10,000	19,600
Or another example			
ABC Environmental Consultants-project management (see attached breakdown of costings)	20,000		20,000
1(d) Materials incl. educational materials			
Shovels @ $50 each x 4	200		200
Plants/tubestock @$2.50 each x 1,600	4,000		4,000
Signs @ $200 each x 4	800		800
Or another example			
Fencing (wildlife friendly) @ $4,500 per km x 3km	13,500		13,500

These totals need to be broken down by stage/year in Section C.1.

C3.1 (a) Salaries

This section can include salaries for project supervision, project manager/coordinator or any other project employees.

As noted on page 3 of the Guidelines, the Trust will not pay for staff already employed by your organisation that will be supervising/project-managing or working on the project as part of their **usual duties**. The Trust will however, pay for staff employed specifically on your project and you may include these costs in your application. Salary costs shown in C3.1 (a) should not include on-costs. These must be shown separately in C3.1 (b).

Salaries are expected to be in line with industry standards and you need to show that you have calculated amounts on the basis of reasonable pay rates. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting OH&S requirements. Please provide a copy of the job description for the relevant roles.

It is also expected that staff employed on your project will be selected on merit. If you are recruiting new staff a full position description must be included with your application. If you already have a particular person in mind for the position **being funded by the Trust** you must include their CV (maximum two page summary) to allow Technical Committee members to determine if they have the correct skills and experience for the job. You do not need to include CVs for local/state government employees who are working on the project as part of their usual duties.

C3.1 (b) Salary on-costs

These costs need to be directly related to the **Trust-funded positions** and cannot exceed 26 per cent of salaries. You must describe exactly what costs are being covered (e.g. superannuation, workers compensation, payroll tax, leave loading etc) and show the breakdown of how these figures have been calculated.

C3.1(c) Consultancies and contractors

All consultants and contractors should be chosen on their merits and ability to effectively deliver the work. It is expected that you will select contractors or consultants using a competitive process, particularly where the value of the contract or consultancy exceeds $5,000 in total. You must provide contractors' or consultants' briefs to the Trust at the time of applying for the grant.

If you have already chosen a contractor or consultant at the time of applying then you need to describe the selection process that you used. State why the consultant or contractor was chosen and provide us with their brief and CV (maximum two page summary).

For all consultants/contractor fees totalling $10,000 or more from a single provider, you must either include an additional attachment to your financial information detailing costs against *activities** to be undertaken or show the breakdown at 3C.1(c).

Note: Use of bush regeneration contractors. Costs claimed for this budget item must be within industry standards. The Trust is not capping the hourly rate for bush regenerators in 2012. You must however, submit a quote or evidence of the hourly rate you are claiming with your application.

C3.1 (d) Materials

The Trust encourages bulk-buying of materials so that you can purchase materials at a competitive rate.

A good reference point for nurseries that provide bulk-billing sales is the AABR website aabr.org.au or your Regional Natural Resource Facilitator (based at CMAs cma.nsw.gov.au). Any fencing must also meet minimum standards in relation to being 'wildlife friendly' (no barbed wire).

Provide a cost breakdown for materials that you want the Trust to fund: The Trust understands that, depending on the project objectives, the types of materials and related costs will vary from project to project. Therefore, all costings need to be detailed, reasonable and justified.

Equipment hire or purchase: In general, the Trust does not fund capital purchases but will cover reasonable hire costs for equipment required for the project. You need to seek quotes for hire items and choose the most competitive.

C3.1 (e) Transport costs

Provide a breakdown of transport-related costs that you want the Trust to fund. This can include reasonable costs for freight, transport and other travel expenses. All costings need to be detailed, reasonable and justified.

C3.1 (f) Insurance

It is a condition of grant that you have public liability insurance of $10,000,000 and any other appropriate insurance cover for all your measures, works, activities and volunteer personnel.

You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

If your application is successful, you will need to provide written proof to the Trust that all necessary insurance is in place. Your application can include costs of relevant insurance premiums for the duration of the grant.

C3.1 (g) Other direct project costs

The Trust will fund other reasonable direct project costs that have not been covered under other categories described above. This could, for example, include costs for project publicity or recruitment advertising.

C3.2 Administration costs

The Trust recognises that there is a cost to receiving organisations for managing grant projects. In most cases grant recipients absorb these costs as an in kind contribution to the project; however, the Trust is able to pay these costs when detailed and justified.

Any administration costs paid using Trust funds need to be **directly related to the funded project** and not include any ongoing or regular administration costs of your organisation. Costs that the Trust will fund include accounting fees for independent certification of project funding expenditure (this **excludes** State and Local Government-funded organisations), the costs of documenting your project findings and undertaking your monitoring and evaluation. These costs **cannot exceed 10 per cent** of the amount you are requesting from the Trust for your **Direct Project Costs**, excluding Salary on-costs, and in most cases would be significantly less. The Trust may approve grants while conditioning or amending Administration costs.

Part 6: application and submission process

Application form

There are two application forms depending on your organisation type:
One for community organisations
One for state and local government organisations

The Application Form consists of two parts:

Grant Application Form: Restoration and Rehabilitation - this is a Word Document
Section C – Financial Information – this is an Excel document.

Both documents can be downloaded from the Trust's website environment.nsw.gov.au/grants/envtrust.htm or can be obtained in hard copy from the Trust on (02) 8837 6093. For further information on Section C- Financial Information and how to complete it, refer to pages 14 to 17.

Note: The application form is locked. This means that the size of the text boxes will not expand, so ensure your answer fits in the space provided. Do not continue to type beyond the bottom of the text box. The only exception is question B4.1 of the Application Form where tables will expand to accommodate your answers.

Maps

Maps are an essential component of your application. A good map contains the scope of your project and allows the Technical Committee to better assess your project. It is important for the Committee to be able to assess the scale and definition of your project area.

Maps should:

- be A4 (anything larger than A4 will not be sent to the Technical Committee)
- be lined maps with no solid blocks of colour
- be indicative to scale
- show activities within the project boundary
- show the project boundary within the regional context

All elements outlined in your application should be described in the map(s) provided.

Project location

A location of either your main project site or alternatively if the project is to run from multiple locations, the main office from which the project is conducted is required. You can either identify the latitude and longitude of your project or office using a conventional map or visit environment.gov.au/epbc/pmst/index.html to locate your project. Please provide the co-ordinates shown in the bottom right-hand side of the screen for both the latitude and longitude in the spaces provided in the application form - Question A5 (b).

Technical assistance

If you are seeking assistance from a third party e.g. councils or Catchment Management Authorities, please ensure that they have referred to the Trust website so that they have an understanding of any specific program criteria.

Letters of support

If letters of support are submitted with your application they must be signed by a senior manager or senior officer bearer of the organisation providing them.

Attachments

Any additional material submitted with your application must be kept to a minimum. Please limit the number and size of attachments, as large attachments will not be forwarded to the Technical Committee for consideration.

Example of acceptable numbers of attachments:

1. Maps (A4)
2. CV extracts (maximum 2 pages)
3. Additional attachments (maximum 3 pages each)
4. Additional attachment (maximum 3 pages each)

Submitting your application form

- If emailing your application, ensure you email your entire application, including attachments. Trust staff will not attach posted information to emailed applications. Therefore, if you cannot email your entire application, including attachments, please use post or hand delivery. Emails cannot be larger than 10MB including attachments.
- If using post or hand delivery do not bind or staple your application or attachments.

You application must be received by the Trust by:

Closing date application: 5pm Friday 31 August 2012

Where to send your completed Application Form

Submit your application by one of three methods (i.e. do not email AND post):

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

Part 7: assessment and notification

Acknowledgement of receipt of applications

You should expect acknowledgement of your Application Form within four weeks of the closing date. Confirmation will include one unique reference number, which should be used in all correspondence to and from the Trust. If you do not receive acknowledgement within four weeks, please contact the NSW Environmental Trust on (02) 8837 6093.

Note: If you email your application, the Trust will acknowledge receipt of your email within two working days. If you have not received notification of receipt of your email within this time it is your responsibility to contact the Trust to ensure that your email has been received.

Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur around April 2013.

Applicants will also be notified in writing. Successful projects will receive funding after 1 July 2013. **Note that you should plan to begin your project after 1 July 2013.**

Who to contact if you need further help

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

Assessment and approval process

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

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

The Restoration and Rehabilitation Technical Committee will assess the merit of your proposal by using the assessment criteria outlined on page 5 and will make recommendations to the Trust. The Trust, having considered the Technical Committee's recommendations, determines which applicants will receive grants. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding. A copy of the standard Grant Agreement can be accessed at environment.nsw.gov.au/grants/grantsprocess.

Unsuccessful applicants can request feedback on their applications by contacting the Trust Administration staff.

Decisions by the Trust are final. There is no appeal process.

Privacy

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement. The Trust may also disclose information you supply to us for the purpose of evaluating its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

Part 8: obligations of successful applicants

Successful applicants will be required to:

- demonstrate that any previous Environmental Trust grants received by your organisation are progressing to the Trust's satisfaction
- provide written evidence from any project *partners** who are contributing funds to the project
- provide proof of land owners' approval to work on the project site(s) and necessary permits from appropriate authorities to undertake the project if applicable (a cover letter will suffice)
- provide a letter of support from the council if your project is on their land or land managed by the council
- obtain a licence from OEH for any project that relates to threatened species/endangered ecological communities
- confirm a final schedule of payment and reporting dates relative to project *activities**
- sign a Grant Agreement that sets out terms and conditions associated with the grant. Copies of Trust Grant Agreements for specific programs are available at environment.nsw.gov.au/grantsprocess.htm
- develop and submit a Monitoring and Evaluation Plan for the project (see below)
- complete Schedule C – Project Measures (see below)
- provide evidence of appropriate insurance coverage (see Section C3.1(f) Insurance)
- forward a tax invoice to the Trust for each instalment of their grant, plus GST if applicable
- seek prior approval to alter proposed *outputs**, *objectives**, timeframe or budget changes greater than 10 per cent
- comply with all conditions contained in the Grant Agreement
- provide progress report(s) where requested and a final report in accordance with the Trust's reporting guidelines, including an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes. This should also include a report on *project measures** (see below)
- acknowledge the Trust's support in all promotional material or any public statement about your project. Your acknowledgement must include the Trust's logo in written material
- be prepared for all knowledge gained as part of the grant to be made publicly available whether that be publishing the final report or promoting the project via other avenues available to the Trust

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

Monitoring, evaluation and reporting

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

Schedule C - Project Measures

*Project measures** are a standardised list of indicators that are used to judge the impact of a project. They are used to determine whether your objectives are being met during the life of your project. *Project measures** may be quantitative (numerical – how much did we do?) and/or qualitative (descriptive – how well did we do it?).

Schedule C – Project Measures (excel spreadsheet) enables successful applicants (grantees) to identify expected *project measures** on a year-by-year basis.

As the project progresses, grantees then report actual *project measures** against projected measures annually. This enables grantees to more effectively monitor progress towards achieving their *objectives** and apply flexible management if and where necessary.

A copy of Schedule C - Project Measures is available on the Trust website:
environment.nsw.gov.au/grants/MER2010onward.htm

Monitoring and Evaluation Plan

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

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

A template of the M&E Plan is available on the Trust website, please see link below:
environment.nsw.gov.au/grants/MER2010onward.htm

Reporting and evaluation

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

Project *evaluation** enables you to determine whether you achieved what you set out to do. *Evaluation** should start from the moment you begin to design your project and run through the project's life cycle.

Grantees are also required to submit an updated Schedule C – Project Measures with each progress and final report.

A reporting template is available on the Trust website: environment.nsw.gov.au/grants/granteereporting.htm.

Glossary

Term	Definition
Activities	Are significant steps or actions that are needed to produce the identified projected outputs. They relate to dates by which specific actions will be achieved. They map out the key steps for the project and set dates for ensuring the programs objectives are met.
Aims	A statement of what the project is hoping to achieve in the longer term.
Effectiveness	The extent to which the project outcomes are achieved by the project.
Efficiency	The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.
Evaluation	An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From an evaluation we can determine whether there might be more efficient ways of achieving results.
Objectives	Objectives outline what is to be achieved by project implementation, measured in terms of project outcomes.
Outcomes	Outcomes result from achievement of objectives as a direct or indirect result of project activities.
Outputs	Outputs are products, services or activities produced and delivered by a project to achieve project outcomes. Outputs include progress and final reports.
Partners	Individuals or organisations that have reached a formal agreement to collaborate on a project. They directly contribute to the project with time, money and resources, and incur any risks and benefits from it.
Project measures	Project measures are used to demonstrate the impact of a project on the original issues addressed by the project. They are used to determine if project objectives have been successfully met. They can be **quantitative** (numerical – How much did we do?) or **qualitative** (descriptive – How well did we do it?).
Photo points	Photo points are photos taken of the same site over time as monitoring technique, providing an indication of change achieved.
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 there various individuals and groups who have a direct interest in, and may be affected by, the project? It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.
Tangible	Real or actual