How to complete your 2018 application

Restoration and Rehabilitation Program

Closing date: 3pm Monday 26 March 2018

Cover photograph:
Rivers of Carbon – Upper Murrumbidgee River
(Photo: Australian River Restoration Centre 2016)

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Contents

Before reading this guide

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

How to use this guide

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

The application consists of the following parts:

Part 1
Application Form
PDF Document

Part 2
Application Budget
Excel Document

Part 3
Support Documents
(Attachments)
Word Document

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

Enquiries or questions

NSW Environmental Trust

Telephone: 02 8837 6093

Email: info@environmentaltrust.nsw.gov.au

How do you apply?

Step 1

Download and read the Program Guidelines.

Step 2

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

Step 3

Email your entire application, including:

- application form
- application budget
- supporting attachments.

Email: apply@environmentaltrust.nsw.gov.au

Closing date: **3pm Monday 26 March 2018**

Late applications will not be accepted.

Important Information for Step 3

- A maximum of three applications can be submitted per organisation, of which two may be funded.
- Applications must not be larger than 10MB
- Applications must be submitted via email. If you are having problems, please contact Trust Administration.

Step 4

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

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

Tip for Step 4

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

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

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Part 1: Application form

About the application form

The application form is split into eight parts.

Part 1: Application Form

- Part A Project context and justification
- Part B Project planning
- Part C Project delivery
- Part D Registration
- Part E Referees and authorisation
- Part F Feedback

Part 2: Application Budget

Part 3: Supporting Documents (Attachments)

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

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

Important information

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

Part A: Project context and justification

What is the Technical Review Committee looking for?

Tangible environmental benefit

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

Question A1: What is the environmental issue or problem you are addressing?

Describe why the project is needed and how it will bring about benefits to the NSW environment:

- What is the environmental issue?
- What problems need fixing?
- Why is community action needed?

Tip

To be successful your project must have tangible environmental benefits.

Question A2: How do you know this is an issue or problem?

Describe how you have become aware of the issue or problem. For example, is it a prioritised action for investment in a local/regional plan or strategy, or recognised by the local community for attention etc.

Question A3: What do you hope to achieve?

Describe the likely outcomes that will result from your project:

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

This is a general narrative description of what will happen as a result of the project. You should describe what success would look like at the end of the project, rather than the long-term vision for the project site (which may take much longer than the life of the project). Question B2 (Project Implementation Plan) will require you to define your project outcomes in more detail.

Question A4: How will you achieve these outcomes?

What are the activities or actions you will undertake to achieve the proposed outcomes for this project. This is a general narrative description of the types of activities you will be doing. Again, Question B2 (Project Implementation Plan) will require you to define your project activities is more detail, and align them to specific project outcomes.

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

Tip

Think about how you will engage and enable the community to participate and take action to protect the environment.

Question A5: Is this project part of a larger, on-going program?

Often long term environmental restoration projects are broken up into multiple stages. This assists the project proponents and stakeholders to manage realistic and achievable goals, instead of ‘biting off more than they can chew’. The Trust encourages all applicants to consider the size and scale of their projects and determine if it would be better to break the overall goal down into smaller sections, and apply for funding appropriately.

If this is the case for you, use this question to provide the ‘big picture’ of your overall project and how this particular proposal fits in.

Question A6: Where will the project take place?

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

Please provide the coordinates for your project location in decimal degrees. You can find these using a conventional map or visit Google Maps.

Find your project location, right click on the map on the project location and in the menu that appears select what’s here.

The co-ordinates will appear in the search box above the map. Copy these co-ordinates into the latitude and longitude spaces provided in the application form.

Example:

Latitude	33.818577	Longitude	151.006077

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

Please ensure that your application contains (as attachments) both a regional context map and a site map. The Trust has introduced new minimum standards for the format of these maps, with supporting guidance material. Hand drawn maps will no longer be accepted. Note that you must confirm that they have been attached by ticking the relevant boxes.

The Trust recommends that you keep the file names for each map short and concise to minimise confusion. For example, Never Never District Landcare Group has submitted their two maps - suggested file names include ‘NNDLG Regional Map’ and ‘NNDLG Site Map’.

Please advise who owns the land on which the project will take place, and whether permission has been obtained. A letter from the landholder is recommended to prove that access has been approved. Although not mandatory, this may strengthen your application. However, if your application is successful you will need to provide proof of permission / approval as a part of your reporting requirements.

Tip

Inclusion of regional context and site maps are a mandatory component of each application and must follow minimum standards.

Failure to include the required maps will result in your application being incomplete and excluded from consideration.

Question A7: Has your project site been identified as a priority site under any state or regional process or plan?

Alignment of your project to priority sites identified under state or regional processes or plans may assist in delivering priority outcomes. Checking relevant documents may also assist in identifying whether funds have already been contributed from other sources, which helps avoid 'double dipping' for the same sites.

Examples of state or regional processes or plans to check include:

- **LLS Local Strategic Plans –** outline the way Local Land Services (LLS) will work with land managers and the community to improve landscapes, now and into the future.
- **Regional Strategic Weed Management Plans** – Each Regional Weeds Committee has developed a five-year plan to focus on managing weed biosecurity. Plans articulate how the region's communities and stakeholders will work together to identify, minimise, respond to and manage high-risk weeds, supporting the principle of a shared responsibility under the new biosecurity legislation. A priority weed list and other regional weed lists is included in each.
- **SOS (*Saving Our Species*) Species Conservation Project** – Most threatened species within the Site-managed, landscape-managed and iconic species management streams, and threatened ecological communities, have a plan (with management activities) developed under the Saving our Species program.

Question A8: What other studies, reports, assessments or plans exist for the site or the issue? Please explain how your project addresses them.

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

Question A9: Does your project target any endangered ecological communities (EECs)?

This question should only be completed if the primary target and focus of the project involves a specific EEC (this may be confirmed by searching the Saving Our Species database). For example, 'improving habitat linkages between remnant linkages of Hunter Floodplain Red Gum Woodland', or 'conducting vehicle exclusion and trail rehabilitation to protect remnants of Coastal Saltmarsh'.

The Trust suggests that applicants should contact specialist Office of Environment and Heritage (OEH) staff prior to submission.

Please call the OEH Environment Line on 131 555 and ask to speak to your nearest Ecosystems and Threatened Species Regional Operations officer. Confirmation of your discussions, including the name of the officer you consulted with, should be included in your application.

Question A10: Does your project target any threatened species?

This question should only be completed if **the primary target and the focus of the project** involves a specific threatened species. For example, 'enhancing woody ground debris for the Bush Stone Curlew (*Burhinus grallarius*)', or 'conducting an ecological burn and weed control to stimulate the natural regeneration of the Jervis Bay Leek Orchid (*Prasophyllum affine*)'.

Including the name of a high-profile species (i.e. Koalas), that is not the focus of your project, will not assist the merit of your application.

Please confirm the SOS Management Stream (via the drop-down box) the target species has been allocated to, after searching the Saving Our Species database).

The Trust also recommends that applicants contact your nearest OEH Ecosystems and Threatened Species Regional Operations officer when preparing your application to discuss your project.

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

Question A11: Does your project target any specific weed/s as the primary focus of the project?

This question should only be completed if the **primary target and the focus of the project** involves a specific weed species. For example, 'treatment of Ox-eye Daisy in South East NSW', or 'Eradicating African Olive towards regional / state containment lines'. etc.

As part of project preparation, the Trust strongly suggests that you closely examine Appendices 1.1 and 1.2 of your relevant Regional Strategic Weed Management Plan for guidance on specific priority state and regional weed species respectively. Briefly justify why treatment of the weed (s) is a priority within your region, and hence, your site.

Note: Projects where a number / suite of weed species will be controlled as part of a strategy to address an environmental issue at a given site do not need to complete this section, unless these are considered secondary to the primary target and focus of the project.

Tip
Trust funding will only be available to support projects that seek to achieve environmental rather than economic outcomes (e.g. primary production). The scale and the costs of single weed species projects will be taken in to account in the assessment.

Part B: Project planning

What is the Technical Review Committee looking for?

Project activities

- activities clearly targeted towards achieving proposed outcomes
- project demonstrates long term benefits beyond the life of the grant
- likelihood of project to build community capacity to protect the environment, and the strength of collaboration.

Planning and methodology

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

This section is designed to assist you develop an effective preliminary Project Implementation Plan (PIP), where the achievement of your project outcomes will be delivered through the implementation of project activities.

Question B1: Project timeframes and Indicative budget

In this question, you will identify dates for the commencement and completion of the various stages of your project. The minimum timeframe for a project is 24 months, implemented across two or more stages. However, most projects are implemented over three years (36 months) across three stages. Applications of less than 24 months will not be funded.

The new Project Planning Phase should be used to complete priority planning activities before the official commencement of your project, including return of your signed Grant Agreement, detailed PIP and final budget. The 40-working days allocated for this task are not included in the minimum 24-month project timeframe and are defined by the Trust to assist applicants allocate appropriate time to proper project planning before they commence on-ground implementation. It is intended that this will occur between August and October 2018.

Each implementation stage must be between six and 12 months in duration. Estimated commencement and completion dates must be provided for each of these stages. The dates defined for each Stage in Question B1 should correspond to the dates defined within the preliminary PIP table in Question B2. In other words, the Stage 1 start date (in Question B1) should coincide with the commencement of Quarter 1 of Stage 1 (in Question B2).

An informed estimation of the funds you require to implement activities proposed in each Stage of your PIP (Question B2) should be provided. Please refer to Part 2: Application Budget form (page 18) for more details. Please ensure that the figures you calculate in your budget spreadsheet correspond to those in this section. Your budget should be structured so that no more than 70% of grant funds are spent in the first 12 months of your project. This is to ensure that follow up monitoring and maintenance maybe carried out.

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

Question B2: Preliminary Project Implementation Plan

The preliminary PIP includes three outcomes. While the first is mandatory (to strengthen project governance), the other two are open for project specific information. In line with the R&R Program Logic, it is anticipated that all projects will include one environmental outcome and one social outcome. The rest of this guidance is based on this principle.

When defining your environmental and social project outcomes, you must ensure that your project activities are aligned to the corresponding Intermediate Social and Environmental Outcomes contained within the Program Logic (Appendix 1, Program Guidelines). Alignment with these Intermediate Outcomes will maximise the chances of your application being successful.

Please note that Intermediate Outcomes under the Monitoring themes should be considered as inclusive in all project activities, and therefore there is no need to include them as stand-alone activities in the preliminary PIP.

Project Management Outcome: Each activity is mandatory, can't be changed and must be integrated into your planning processes across the duration of your project.

Defining your Outcomes

When defining your outcomes, you should be setting realistic targets that you hope to achieve from the implementation of your project activities (e.g. a real contribution to the sustainable management of an environmental asset or service or a behavioural change). Further, a well-crafted outcome should become a comparative yardstick against which success may be assessed.

Outcomes must be SMART. Developing specific measurable outcomes requires time, systematic thinking and a clear understanding of the expected results or impacts of the project

The Trust suggests that a suitable outcome should include:

a. A benchmark (e.g. area, %, distance, number etc.) established before the commencement of the project.
b. A target you expect (e.g. area, %, distance, number etc.) that the defined benchmark can be compared against.
c. The activities (from the Eligible Activity list in the Guidelines) you intend to implement to achieve that outcome.

Tips for writing project outcomes

When setting your project outcomes, ensure they are SMART:

- specific
- measurable
- achievable
- realistic and
- time-bound.

Consider what ‘successfully’ meeting each outcome will look like and how you will know if you’ve been successful (i.e. how will you measure success?) The more links you can make to the assessment criteria, the more competitive your application will be.

We encourage you to incorporate a similar level of detail as provided in the example on page 15 and to the additional examples provided below:

Environmental Outcome Examples

- To rehabilitate 600 square metres of high priority Grey-headed Flying-fox habitat in line with the ‘GHFF Campsite Management Plan’, by a 50% annual reduction in weed cover compared to the previous year over three years.
- Increase the number of breeding pairs on the Fingal Peninsula of Bush Stone Curlew (Burhinus grallarius) from 10 to 25 by undertaking pest vertebrate management activities (e.g. foxes, feral cats) and redirection of walking tracks away from nesting sites by the end of 2021.
- Rehabilitate 25 hectares of habitat between Numinbah and Couchy Creek Nature Reserves, to ensure ongoing reduction in foliage projective cover of weed species to no more than 5% foliage by project completion.
- Improve aquatic habitat in the Upper Molong Creek and facilitate a return of aquatic life through a 90% improvement in water quality (increased water flow, oxygenation levels and light levels) by 2022.

Social outcome Examples

- Engage the community to attract 200 participants over three years in a citizen science project monitoring tree hollows, through awareness raising and educational events on the importance of standing and fallen dead wood to the local fauna.
- To protect the endangered yellow-bellied glider from predation and habitat loss, by conducting a community education program between 2019 and 2021 aimed and increasing awareness of 33,000 residents on the importance of managing cats and dogs and preserving old and dead trees in the forest.
- Increase community awareness and knowledge of the significance of fauna corridors situated in the urban areas of the Tomaree Peninsula and help the koala maintain breeding and feeding links and patterns essential to their survival, leading to a 40% increase in participation Koala Preservation Programs by 2022.
- To equip project planners with an understanding of provenance issues and sourcing of appropriate genetic material for restoration projects, we will deliver six workshops around NSW with a minimum of 10 participants each. We will invite participants to submit EOIs and select three candidates to work with as mentors on project plans for their sites.

So how do I fill in the preliminary PIP table?

The preliminary PIP allows you to define a maximum of six activities per outcome. Each activity must directly relate to the achievement of that outcome.

For each activity, you must select an Activity Type (from a drop-down box) that most addresses the type of activity you intend to implement.

A brief description for each activity should then be provided with sufficient detail to demonstrate a strong likelihood of achieving the outcome (i.e. the benchmark and the target set in the outcome).

For each activity, you must then select a measure (from a drop-down box of options) that best represents your monitoring indicator, and an associated output.

You may include multiple activities (with measures and outputs) where the Activity Type is the same.

Please ensure that when calculating your project budget, that the activities defined in your PIP are directly relatable to your calculations.

Important note

You may not have sufficient room to provide all the information and activities you would like to include in your application.

If your application is successful, a higher and specific level of detail for each Activity will be required for inclusion in your detailed PIP.

Final check: Are your outcomes achievable?

It is essential that once you have written your outcomes and the activities that will achieve them, that you think about what ‘successfully meeting that objective’ will look like. How will you know if you’ve been successful? How will you measure success? Once you have an idea of what success looks like, review the activities you have listed to ensure they will achieve your stated objective.

Example of an Environmental Outcome and activities

Outcome 1	**By the end of the project, 4km of 6km of a reach of the Lachlan River will be rehabilitated and under active management through implementation of landholder site management plans, fencing, livestock exclusion, weed control, revegetation and land management agreements.**				**Stage 1**				**Stage 2**				**Stage 3**			
Activity	**Activity Type**	**Activity Description**	**Measure**	**Output**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**
1.1	Develop site plans	Each landholder participating in the project will have a project site management plan prepared outlining the works required, timeframes for implementation and allocated budget.	No. of site plans developed	**10**	**X**	**X**	**X**									
1.2	Fencing	Participating landholders will install four-strand barbed wire fencing to exclude livestock from their riparian zone.	Length of fence installed (km)	**4**		**X**	**X**	**X**	**X**							
1.3	Fencing	Participating landholders will install four-strand barbed wire fencing to exclude livestock from their riparian zone.	Area targeted (ha)	**40**		**X**	**X**	**X**	**X**							
1.4	Weed treatment (aquatic & terrestrial)	Remnant woody and invasive weed species that have the potential to rapidly spread after stock exclusion are treated and maintained after planting activities.	Area targeted (ha)	**40**			**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
1.5	Revegetation	Target riparian areas will be prepared for planting (e.g. ripped) and planted out with a variety of native ground, mid and upper canopy species. Follow up watering activities will occur at least 12 months after the initial planting event.	No. of plantings	**25,000**						**X**	**X**			**X**	**X**	
1.6	Conservation & land management agreements	Each landholder agreeing to participate in the project will sign a 10-year maintenance and management agreement for all riparian areas funded under the project.	No. of land management agreements	**10**	**X**	**X**	**X**	**X**	**X**							

Example of a Social Outcome and activities

Outcome 2	To increase awareness of the need for suitable urban habitats for the Grey-headed Flying-fox through a 20% annual increase in attendance at the Bat Picnic and increased volunteer numbers in Wolli Creek Preservation Society members over three years.				Stage 1				Stage 2				Stage 3			
Activity	**Activity Type**	**Activity Description**	**Measure**	**Output**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**
2.1	Project promotion - Media	Promote the annual Bat Picnic events and awareness of GHFFs and their habitat through multiple media channels including local print and radio media, websites, flyers etc.	No. of promotion outputs	**21**			**X**				**X**				**X**	
2.2	Education event - Field Day	Organise and implement Annual Bat Picnic events near the Wolli Creek Bat Colony.	No. of events	**3**		**X**	**X**			**X**	**X**			**X**	**X**	
2.3	Education event - Field Day	Organise and implement Annual Bat Picnic events near the Wolli Creek Bat Colony.	No. of participants	**700**		**X**	**X**			**X**	**X**			**X**	**X**	
2.4	Project promotion - Other	Produce an awareness raising and education video to document activities at the Bat Picnics and promote broader awareness in the local community of the important of urban habitat for the species.	No. of promotion outputs	**3**				**X**				**X**				**X**
2.5	Education event - Training	Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in GHFF habitat restoration activities.	No. of participants	**300**				**X**	**X**			**X**	**X**			**X**
2.6	Education event - Training	Organise training workshops to teach interested volunteers appropriate skills so they can effectively participate in GHFF habitat restoration activities.	No. of events	**6**				**X**	**X**			**X**	**X**			**X**

Question B3: What are some of the potential risks that could hinder progress on the project and how will you manage them?

In this question, you must address the potential difficulties and risks that could hinder the progress of your project and how you intend to manage these risks.

Example

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

Question B4: What permits/licences are necessary for you to undertake your project?

It is your responsibility to know what permits and/or licences you need to undertake your project lawfully. If your application is successful you will be required to supply the Trust with evidence showing you have obtained the relevant permits at the appropriate time. If your project relates to threatened species/endangered ecological communities, you will need a licence from OEH.

The Trust suggests that you contact your nearest Ecosystems and Threatened Species Regional Operations officer for further information and advice. For other projects you may need a permit or licence from RMS, DPI, or other agencies.

Questions B5: Explain how this environmental issue, or the activities proposed, are not core business or the legal responsibility of any person or organisation

The Trust will not fund projects that are clearly the core business of local or state government authorities, private landholders (e.g. Biosecurity Directions or Biosecurity Undertakings) or the applicant organisation. Core business can be difficult to define as it varies for different organisations. Please see eligible and ineligible activities in the Guidelines for more information on weed management

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

If working on public land, please provide a copy of the plan of management and discuss what funds the landowner will contribute. What activities are already being funded?

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

Question B6: What will you do to maintain the project outcomes after the Trust's funding finishes?

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

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

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

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

Part C: Project delivery

What is the Technical Review Committee looking for?

Capacity to deliver

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

Question C1: Who was involved in the planning and development of the project?

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

Do not underestimate the importance of partners and collaborators when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading ownership of the project to a wider audience and sharing responsibility for the project outcomes.

Tip

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

Question C2: Who will be involved in undertaking or managing the project?

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

Note: While contractors may assist you in developing your application, if the application is successful, you will still be required to undertake a transparent and competitive tender process for all contract works valued over $30,000. This is still the case, even if your organisation (as the grantee) has a contracting branch, division or team. Procurement needs to be transparent and the Trust will undertake audits of procurement processes from time to time.

Example

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

Question C3: Previous experience

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

Question C4: Funding of existing employees

The Trust will not pay for staff already employed by your organisation (or a project partner organisation) that will be supervising/project-managing or working on the project as part of their usual duties. In other words, the Trust will not pay for salaries that have already been budgeted for. This is also the case for salaried staff in the contracting divisions, branches or teams of grantee organisations.

The Trust may, however, pay for staff specifically employed on your project (in addition to their usual duties) This may include casual or part time staff increasing their hours of work to carry out project activities. You may include these costs in your application. Salaries for existing staff can be factored in to the project as an 'in-kind' contribution.

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

Position descriptions in jobs currently advertised by the Office of Environment and Heritage on the internet can be used as a model.

Sample letter of engagement letters from the public service commission website are available.

Question C5: Are there any real, potential or perceived conflicts of interest you are aware of?

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

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

Part D: Registration

Questions D1 to D3: Applicant organisation details

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

Important

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

Question D4: Insurance

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

Question D5: Previous Environmental Trust funding

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

Tip

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

Question D6: Other grant funding for the project site

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

If you are a state or local government organisation, proceed to Part E.

All other organisations must complete questions D7 and D8 (if applicable).

Question D7: Organisation function

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

Question D8: Nominating an administrator

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

Grant Agreements are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf and the preparation of financial reports.

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

Tip

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

Part E: Referees and Authorisation

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

Your nominated referee should be available between in April and May 2018. If they are not available at any period during this time, please notify the Trust or select a different referee.

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

Include the name of an office-bearer in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application and commit your organisation to undertake the project if funded. This person will be a secondary contact for the project if required. No signature is required at this stage.

Note: If the project is on land owned by the office-bearers, those office-bearers cannot authorise the application.

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

Part F: Feedback

Questions 1 to 5

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

Part 2: Application budget form

What is the Technical Review Committee looking for?

Value for money

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

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

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

Please note that if your application has been successful, there is an opportunity to modify your budget during the Project Planning Phase. At this time, you will be defining your detailed PIP and this may require modifications to your budget to reflect your plans.

Tip Budget considerations

Consider whether your proposed budget includes costs that would be considered reasonable expenditure of public funds. Will it withstand public scrutiny?

For example, modest catering (e.g. sandwiches and fruit, sausage sizzle) for all-day workshops or public events would be considered by the Trust as reasonable, as would tea and biscuits for committee meetings. Lavish catering would not.

Part 3: Supporting Documents (Attachments)

Attachments are an important component of your application. However, you should be mindful that emailed applications must not be larger than 10MB including all attachments.

Essential attachments - Maps

The only essential attachments that you must provide are project maps. Good maps demonstrate the location and scope of your project site(s), and assist the Technical Review Committee to assess your application.

The type of maps you provide with your application will depend on the type of project you are proposing. The Trust requires that all applicants provide a map showing the project location within a regional context (see example below).

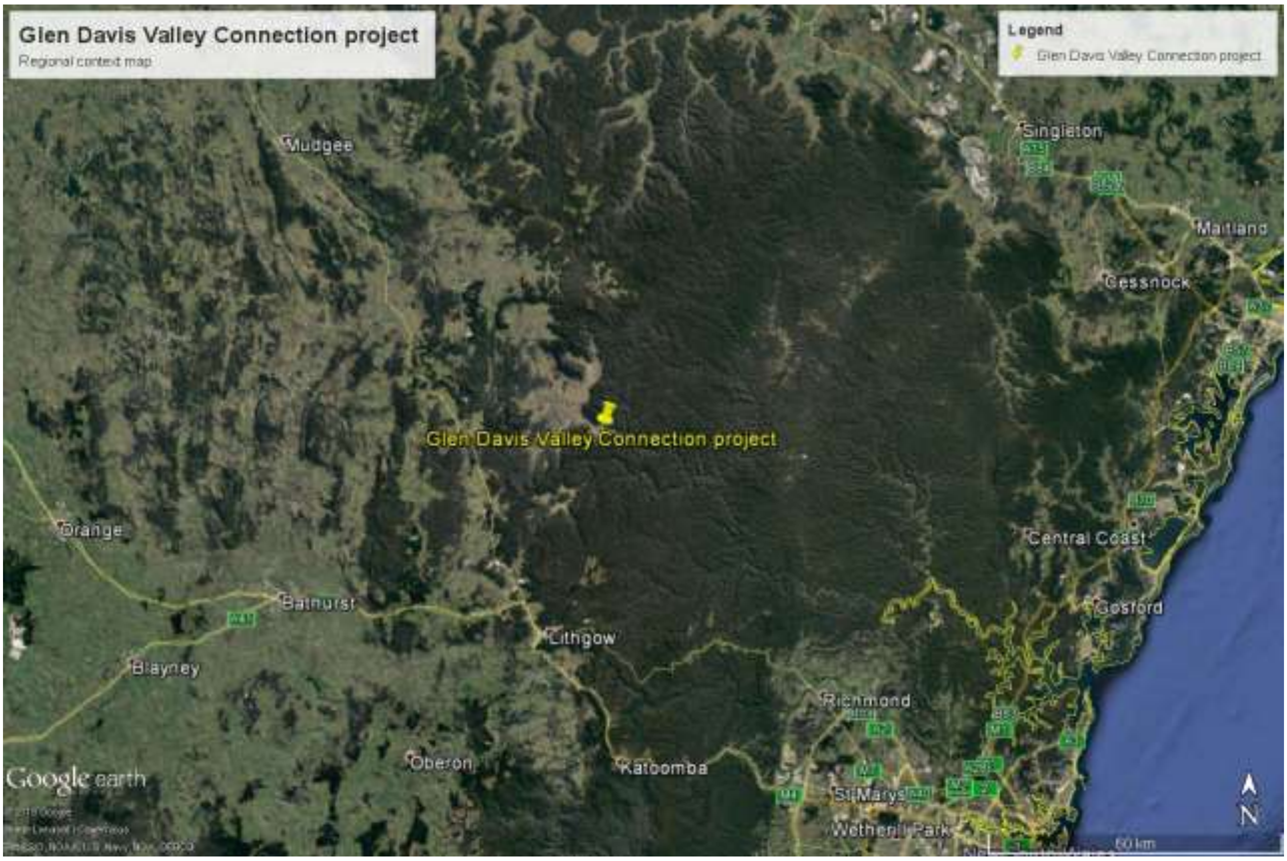
You should also provide a map showing the expected layout and areas of activity for your project, or, if this has yet to be determined, a map showing the scope of area(s) from which you will be seeking landholder involvement. The Trust has developed a guide to assist you with developing suitable maps.

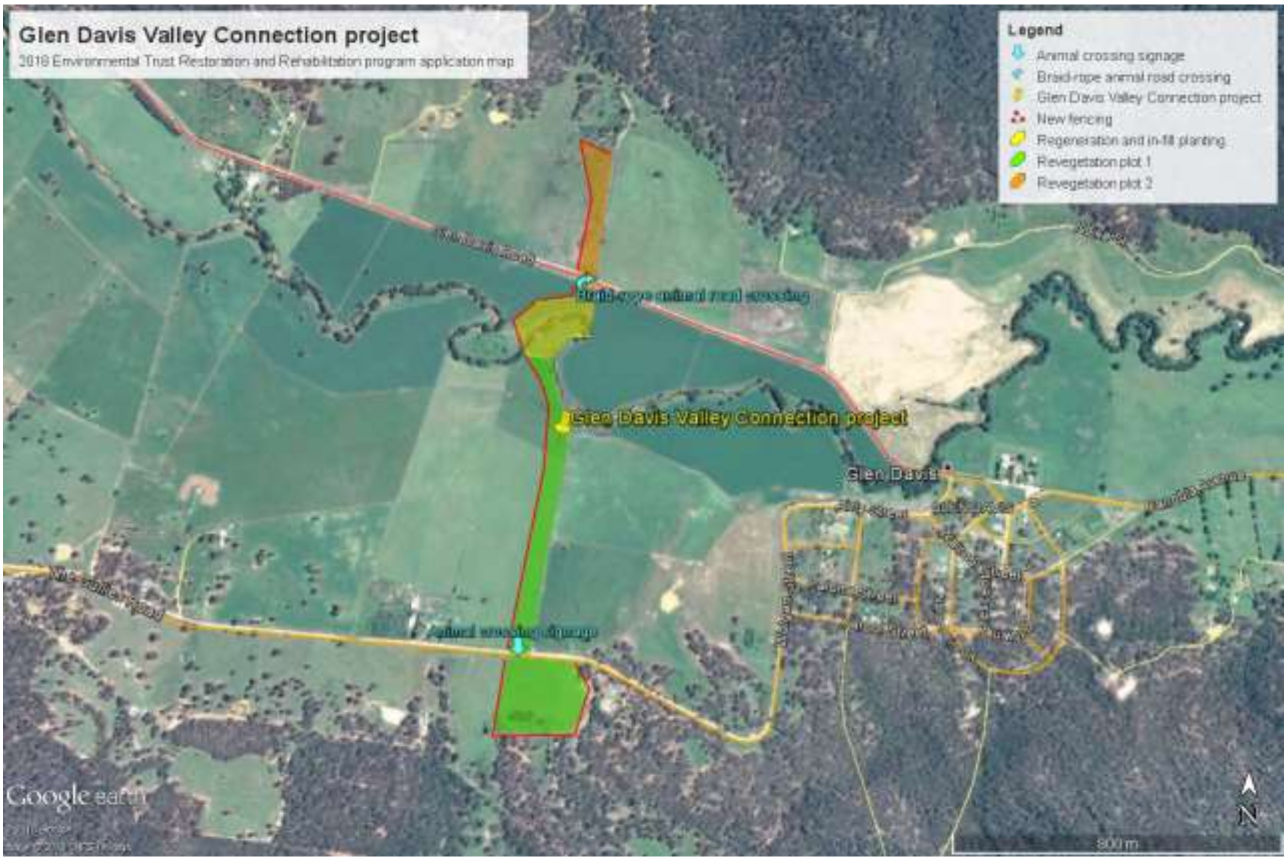
Important

Your maps should:

- be digitally produced (not hand drawn)
- include a title, legend, scale and north arrow
- show the location of the project within the regional and/or state context
- indicate the scale of the project site(s) relevant to your project proposal
- show specific activities and/or work zones where they have already been determined.

Examples of suitable project location and site maps.





Other (non-essential) attachments

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

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

Will your project involve bush regeneration?

- The Environmental Trust funds many projects which rehabilitate degraded bushland. To ensure the best environmental outcomes, projects should adhere to these general principles:
- Ensure the capacity of the grantee group (including any contractors) is adequate to undertake the scale of works proposed. Only plan to carry out primary work on areas that will receive adequate follow-up as part of the same project.
- Allow sufficient time for natural regeneration from the existing seed bank where possible. Seed collection, propagation and planting should not be undertaken as a matter of course. If you plan to undertake revegetation, you must justify the need to plant rather than allowing natural regeneration to occur.
- Paid bush regeneration and revegetation contractors are expected to use industry recognised best practice. While it is an applicant's choice to use other methods, such as herbicide free techniques, it is likely that these alternative methods will not be demonstrable as being as effective or efficient, or cost effective as best practice techniques and are less likely to receive funding.
- Comply with existing regional/local plans of management, environmental studies or assessments.
- Establish appropriate methods for monitoring the success/progress of a project from the outset. This includes capturing adequate baseline information. Refer to the Environmental Trust's guide to monitoring ecological restoration projects.
- Determine a strategy to ensure long-term maintenance of the sites subsequent to the funding.

Expectations for bush regeneration teams

- Bush regeneration contractors and their teams must possess suitable qualifications, licenses and experience in line with industry standards as part of their appointment to any Trust funded project. As a general guide, bush regeneration team supervisors would be expected to be qualified at a Certificate III or higher level in Conservation and Land Management (CALM). Regenerators should be qualified at a Certificate II or higher level and trainees should at least be enrolled in Certificate II. All regenerators are trained in First Aid and Chemical Application (AQIS III) as part of Certificate II and licenses must be updated through a refresher course every three years.
- Contractors should be sought from within your local area and transportation costs are generally included in the agreed hourly rate. The current industry standard rate for bush regeneration is $35-$50 per hour (including on-costs). Some projects will present exceptional circumstances where additional travel costs, materials or specific skills (e.g. rope work) are required. Sufficient detail must be included in the application budget when requesting funding for such items. All works valued at over $30,000 should be contracted through an open tender process, with at least three quotes obtained.

Expectations for revegetation

- As previously outlined, it is preferable that you allow sufficient time for natural regeneration from the existing seed bank where possible. However, if you can justify the need to revegetate you should adhere to the following principles:
  - ensure appropriate sourcing of plants and/or seed stock to maintain genetic diversity
  - plant at an adequate spacing and diversity to match that of the reference community
  - allow for approximately 80 plants per seven-hour day to be planted by a qualified regenerator. This includes preparation time, planting and watering. Note that some planting processes can plant at a much faster rate
  - estimate maximum $3 per tube-stock (including stakes and sleeve) if purchasing from a native nursery. Note that smaller stock are often cheaper
  - if planting in riparian areas, consider use of long-stem plantings.

Glossary

Activities	Significant steps or actions that are needed to produce the identified projected outputs. They relate to dates by which specific actions will be achieved. They map out the key steps for the project and set dates for ensuring the programs objectives are met.
Aims	A statement of what the project is hoping to achieve in the longer term.
Effectiveness	The extent to which the project outcomes are achieved by the planning, implementation and evaluation of the project.
Efficiency	The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.
Evaluation	An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From evaluation we can determine whether there might be more efficient ways of achieving results.
Outcomes (results)	The outcome is the actual change in the environment or behaviour as a result of the project activities.
Outputs	Outputs are activities or products that result from the project. These outputs should be able to be measured to determine success. They lead to achievement of objectives. Outputs include progress and final reports.
Partners	Individuals or organisations that have reached a formal agreement to collaborate on a project. They directly contribute to the project with time, money and resources, and incur any risks and benefits from it.
Measures	Measures are a standardised list of indicators (with units of measure) the Trust uses to report on progress of projects across its programs. They show the efficiency and effectiveness with which implemented activities contribute to achieving a project's Environmental and Social Outcomes. Project measures may be quantitative (numerical: how much did we do?) or qualitative (descriptive: names of species?).
Risk factors	Things that could occur and could have a negative effect on the overall outcome and long-term sustainability of a project or delivery of a certain output.
Stakeholders	Are various individuals and groups who have a direct interest in, and may be affected by, the project. It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.
Tangible	Real or physical/concrete.