NSW Environmental Trust's Saving our Species – Contestable Grants Program

2018 Program Guideline

Closing date: 3pm, Monday 13 August 2018

Cover photography: Wompoo Fruit-dove, Shane Ruming - Office of Environment and Heritage

Find out more about your environment at:
www.environment.nsw.gov.au

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Part 1: About the program

Who are we?

The NSW Environmental Trust (the Trust) is an independent statutory body established by the NSW Government to fund a broad range of organisations to undertake projects that enhance the state's environment. The Trust's main responsibility is to make and supervise the expenditure of grants.

What is the program about?

The Saving our Species Contestable Grants Program is a partnership grant program between the Trust and the Office of Environment and Heritage (OEH). The grant program aims to support long term environmental conservation projects in line with the objectives of the NSW Government's Saving our Species program. The program is focused on supporting projects that will contribute to securing threatened landscape-managed species and threatened ecological communities in the wild over the long term. The program also aims to encourage collaboration between project partners.

Grants of up to $350,000 each will be available over four and half years to deliver projects over seven years.

The funding program has 3 objectives.

- Maximising the number of threatened landscape-managed species and threatened ecological communities secured in the wild in NSW through strategic investment;
- Forming long term partnerships for threatened species conservation; and
- Supporting cost effective investment and responding to effective monitoring, evaluation and reporting.

Swamp Sclerophyll Forest Photo: Robert Payne

About *Saving our Species*

Saving our Species (SoS) is the NSW Government's overarching framework for threatened species management. The primary objective of the program is to maximise the number of threatened species and ecological communities that can survive securely in the wild for 100 years in New South Wales.

The SoS program, managed by OEH, takes a rigorous and transparent approach to prioritising investment in projects that ensure benefit to the maximum number of threatened species and ecological communities.

Threatened species conservation in the long term will only be successful if it is delivered in partnership between the NSW Government and the community.

What is the SoS approach to threatened species and ecological communities?

Under the SoS program, threatened species and ecological communities have been categorised into management streams based on their ecology, management requirements and what is known about them. The management streams are:

- **site-managed species**
- **landscape-managed species**
- **iconic species**
- **data-deficient species**
- **partnership species**
- **keep watch species**
- **threatened populations**
- **threatened ecological communities (TECs)**
- **key threatening processes.**

Further information is available on the Office of Environment and Heritage (OEH) website.

This contestable grant program **is specifically focused on landscape-managed species and threatened ecological communities.**

These two management streams are being dealt with jointly because of the potential inter-relationships between them. Efficiencies may be achieved by focusing conservation activities on locations with multiple threatened entities.

What are landscape-managed species?

Landscape-managed species are threatened animals that need broad landscape scale conservation projects. These species are best recovered by addressing threats such as habitat loss or degradation across large areas. This is because landscape-managed species are often widely distributed, highly mobile, or dispersed, or affected by landscape-scale threats. The SoS landscape-managed species strategy establishes critical management actions that aim to maximise the species' viability in NSW. Key to this are strategic investments in important habitat, and the control of critical threats to important (sub) populations.

What are Threatened Ecological Communities?

An ecological community is a naturally occurring assemblage of native plants and animals, their interactions and associated environment, at a particular location(s). Healthy ecological communities have complex and mutually beneficial interrelationships and interactions that ensure their survival and resilience. An ecological community can be threatened (i.e. at risk of collapse). This can occur because of a significant reduction in its distribution across regions or a decline in condition or ecological function. The decline can occur if there is a change in community structure or composition, disruption of ecological processes, invasion by exotic species, or habitat degradation or fragmentation. The SoS threatened ecological communities strategy outlines how the program is developing conservation projects, which are the primary tool for managing and ensuring the survival of these entities.

Funding program priorities

The NSW Environmental Trust is currently seeking applications for projects that will target <u>landscape-managed species</u> and/or <u>threatened ecological communities.</u>

Priority will be given to projects that:

- deliver outcomes for multiple landscape-managed species and/or threatened ecological communities
- maximise co-investment and cost-effectiveness
- demonstrate ongoing commitment beyond the 7-year project period
- demonstrate significant in-kind or financial contributions from other sources
- benefit co-occurring threatened species from other SoS management streams
- include strategic and cost-effective monitoring plans focused on assessing the effects of the conservation project on the targeted threatened entities
- demonstrate community interest in the target species / communities at the proposed location(s).

Landscape-managed species represent approximately 10% (almost 100) of all threatened species in NSW and are best managed by addressing threats such as habitat loss or degradation across their geographical range.

Square-tailed Kite *(Lophoictinia isura)* Photo Shane Ruming /OEH

Funding available

An allocation of $9 million dollars has been made to the program, consisting of $6 million from the NSW Government's SoS program and $3 million from the NSW Environmental Trust. The program will include *one round* of competitive grants to support a number of 7-year projects. The program has been designed to see the program and the applicant resource the **first 4.5 years of the project**, with the **remaining 2.5 years** resourced solely by the applicant. The funding model assumes that for most conservation projects higher costs occur upfront in the first few years, with fewer resources needed when the project transitions to a maintenance phase.

At least 10% of the project value must be quarantined for monitoring. If this does not constitute a cash component of the project budget, the applicant must clearly demonstrate capacity and in-kind commitment to undertake the monitoring component of the project. Projects that do not adequately show how monitoring will be resourced over the life of the project will not be funded.

Monitoring

If monitoring is resourced from an in-kind contribution, a letter of commitment is essential.

Funding amount	Duration of funding	Duration of project
Up to $350, 000	**4.5 years**	**7 years**
Allocated over 4.5 years	First 4.5 years resources by program funding and the applicant	Final 2.5 years resourced by the applicant only. The final 6 months of the project should be dedicated to project evaluation and reporting.

Important dates and milestones

The program has a single-stage application process as outlined below. For more information about the application and assessment processes, go to pages 10 to 13.

Applications	Funding announcement
Opens: Monday, 25 June 2018 **Closes: Monday, 13 August 2018**	Successful grant projects announced December 2018

Part 2: Eligibility

Blue Mountains Water Skink
(Eulamprus leuraensis)
Photo: Kersten Tuckey OEH

Who can apply?

To be eligible, proposals must have a lead organisation and collaboration in place. The eligibility for lead applicants and your collaborators are outlined in this section.

Lead applicant

Each proposal requires a lead applicant. A maximum of three (3) applications may be submitted per lead organisation, however, an organisation may be involved as an implementation collaborator in multiple projects. A maximum of two (2) projects will be funded for each lead organisation.

If successful in securing a grant, the lead applicant will hold primary responsibility for delivery of the project. This includes administration and finance requirements, and the performance and reporting of your collaborators.

The following organisations are eligible to apply as the lead applicant

- Community organisations
- Community groups
- Incorporated associations
- Incorporated non-profit organisations
- Non-commercial cooperatives
- State government agencies and/or statutory committees (OEH cannot apply as a lead applicant but may form part of a partnership)
- Local councils
- Local Land Services (each Local Lands Services region will be considered as a separate applicant)
- Local Aboriginal Land Councils and NSW Aboriginal Corporations registered under the Aboriginal and Torres Strait Islander Act (2006)
- Regional organisations of councils

- Other local government controlled organisations
- Universities

Community groups or organisations that are not incorporated are only eligible to apply if they arrange for the grant to be administered by an incorporated or government organisation.

Collaborators

Collaborators are key project partners. Collaboration helps to ensure the long-term success of your project. It is vital that you engage and collaborate with relevant stakeholders in your project design, planning and delivery. Therefore, to be eligible, proposals must show how collaborators will be involved in the project.

Collaborators can also help leverage time, expertise, materials, resources, and reduce duplication. Your collaborators must:

- Be actively involved in designing your project.
- Have, and can show, the requisite capabilities and responsibilities to help to deliver your project.

Collaborators might include state government agencies, schools, universities, councils, non-government organisations, community groups, Aboriginal organisations, landholders, environment groups or industry groups.

Nominating an administrator

Community groups / organisations 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. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf and for the preparation of financial reports. An agreement should be reached between the grantee and the administrator in relation to project management. It is expected that the actual project implementation will be led by the applicant, and not the administrator.

Ineligible applicants

Under this program, the following are not eligible to apply for funding as a lead applicant:

- individuals
- industry joint ventures
- profit-distributing corporations
- NSW Office of Environment and Heritage (OEH may be a collaborator in projects)

Past performance

Please note that the Trust will take into consideration past poor performance in respect of previous Trust funded projects, or any history of non-compliance with statutory or regulatory obligations when assessing eligibility.

If it is considered that negative past performance presents a substantial risk to the timely and effective performance of the project, an applicant will be asked to respond to the negative determination and this response will be taken into consideration alongside the overall merits of the application. Special conditions may be included in the Grant Agreement to address any issues of concern.

Part 3: What can be funded?

Eligible projects

Proposals for funding must be projects that target one or more of the 64 identified SoS landscape-managed species and/or 106 threatened ecological communities (TEC) listed in **Appendix 1.** Projects may also benefit co-occurring threatened species from other SoS management streams.

Projects can be at a range of scales in terms of the size of the site where on-ground conservation and monitoring actions will be undertaken. This will need to be consistent with the appropriate SoS conservation strategy for the landscape-managed species / threatened ecological community.

Under the SoS program, 64 of the 98 landscape-managed species have been deemed likely to benefit from site-based conservation actions in identified **SoS priority areas**. A 'toolbox' of actions has been developed for each of these species and, for some, **SoS priority management sites** have been identified where conservation projects are already taking place.

The 106 TECs have been categorised into two distinct categories i.e. 'range-restricted' or 'widespread' (Appendix 1). Currently the range-restricted TECs are being approached in the same way as SoS site-managed species, so conservation projects will include management of key threats at **SoS priority management sites**. Widespread TECs will have SoS conservation projects that closely align with the landscape-managed species approach i.e. using a 'toolbox' of actions, so **SoS priority areas** are being identified for these entities.

SoS Priority Areas

Mapped areas showing locations where a species or TEC and their habitat are most likely to benefit from management.

SoS Priority Management Sites

Discrete priority sites identified by a group of experts where site specific conservation projects have been developed.

Project Site

The site where you intend to undertake your project

Eligibility requirements

To be eligible for funding, proposals must be consistent with the SoS framework and the SoS landscape-managed species and threatened ecological communities strategies.

When developing a landscape-managed species or TEC project you must address the following:

- The **project site** (or sites) where the project actions are being undertaken can be any size, however, must have a demonstrated presence of, or importance for, (or can be shown to contribute to) a significant population of a landscape-managed species and/or area of TEC, or the habitat of the landscape-managed species or TEC.

    o For a landscape-managed species, if a network of **project sites** is proposed, include in your explanation how the populations interact (if relevant); and how management at these sites achieves, or contributes to, population viability at a larger scale.

    o For a TEC, if a network of **project sites** is proposed, include in your explanation a justification of why each of the sites is important with respect to the diversity of the community across its range and ecological functions.

- The project must have an objective to secure a viable population of the landscape-managed species or TEC, or contribute significantly to the long-term viability of the NSW population.

- Include project actions proposed to manage threats that are critically affecting the landscape-managed species' or TEC's long-term viability at that site (i.e. significantly constrains survival or reproduction). While you are not required to undertake all the management actions that have been set out for any **SoS priority management sites** you have proposed, you should consider how the actions you exclude might affect the overall success of your project and the possible consequences to the target entity. **Note:** you are not obliged to include every **SoS priority management site** that has been identified for the range-restricted TECs targeted in your project.

- The project has demonstrated lasting effects and a reasonable likelihood of success or, if there is significant risk of failure, this is offset by high benefit (if successful) or low implementation costs.

- Project managers have the capacity, expertise, experience (track record) and influence required to meet the objectives and monitor investment, threats and populations.

- There are clearly defined project targets and a rigorous method for evaluating outcomes against those targets The proposed monitoring and evaluation approach must align with the SoS Monitoring, Evaluation and Reporting Guidelines, particularly with respect to measuring outcomes (not just outputs) and setting short and long-term targets for evaluation.

- Sets out a clear and realistic timetable for demonstrating that the landscape-managed species / TEC is on track to be secured and/or the threat is reduced or abated.

Identification of SoS priority areas, SoS priority management sites and management actions

Understanding **SoS priority areas, SoS priority management sites** and **management actions** will assist you to choose the location of your project and the actions you need to undertake there. The SoS priority areas, SoS priority management sites and management actions will be displayed in the SoS conservation projects database.

A map for each landscape-managed species has been developed to show **SoS priority areas.** SoS priority areas are locations where the species and their habitat are most likely to benefit from management. Within these SoS priority areas, **SoS priority management sites** may also be displayed. These SoS priority management sites are specific geographic locations identified as priority sites for conservation works. For landscape-managed species,

management actions at SoS priority management sites are already being funded, and so works at these locations should not be included in your project.

SoS conservation projects have also been developed for many of the TECs, however, not for all of them. As such, not all TECs have identified SoS priority areas or SoS priority management sites. Like landscape-managed species, SoS priority areas are being identified for widespread TECs to identify areas where the community is most likely to benefit from management.

SoS priority management sites are being developed for range-restricted TECs, to identify specific locations which are a priority for conservation works. However, unlike landscape-managed species, SoS priority management sites for TECs have not yet been funded and *are eligible* for funding in this grant program.

How to develop your project

Use the information in the <u>SoS conservation projects database</u> to assist in the development of your project. To develop your project, you will need to 1) identify your **project site**, and 2) select your **project actions**.

Step 1: Identify your site
  a) Projects within **SoS priority management sites** for **landscape-managed species** have already been funded and are ineligible for funding under this grant program.
  b) Where a SoS priority management site has been developed for a TEC, your project *must* be located within the SoS priority management site.
  c) Where a SoS priority area has been developed for a landscape-managed species or TEC, your project site must be within the SoS priority area. You will need to justify why you have chosen the location of your project site within the SoS priority area.
  d) Where no SoS priority management sites or SoS priority areas have been identified you can nominate the location of your project site (s) but you need to justify why you have chosen the location of those project sites.

How to justify the location of your **project site**

For a landscape-managed species,

- The project site must have a demonstrated presence of a significant population, or
- represent important habitat for the target landscape-managed species.

For a threatened ecological community,

- The project site must have a demonstrated presence of the targeted TEC
- must contribute significantly to the TECs state-wide security
- be representative of its NSW diversity with respect to geography, soil, structure, function, floristics and/or climate.

For both landscape-managed species and TECs:

The selection of your project sites should be based on their contribution to meeting the SoS objective (i.e. the threatened entity would benefit from management of the site); relative to the:

- likelihood of success (e.g. considering land tenure, access, feasibility of management)
- cost (i.e. considering the extent and severity of the threats, the condition of the site).

Step 2: Select your project actions

e) Where conservation project actions have been developed for a TEC SoS priority management site, you must select the management actions that you will implement from those listed for the SoS priority management site.

f) Where toolbox actions have been identified for a landscape-managed species or TEC, you must select relevant actions from the set of 'toolbox' actions that apply to your target landscape-managed species or TEC.

a) Where no conservation project (and 'toolbox') has been developed for a TEC, you should propose actions that will address threats that are critically affecting the viability of the TEC.

Where no conservation project has been developed for a TEC

Where available, view the "Activities to assist this species' section on the TEC's profile page on the OEH website. If you are proposing new project actions to manage the TEC, you should provide reasons to justify these.

Only actions addressing critical threats to the TEC's long-term viability at that location should be undertaken. A critical threat is one that degrades the structure, function or condition of the TEC, to the extent that is reduces its viability over 100 years.

What the Environmental Trust will not fund

The following activities are not eligible for funding:

	Description
Applications from individuals	All applications must be a partnership between multiple stakeholders.
Administration	Existing day-to-day administration costs of organisations.
Existing staff	Reimbursement of salaries of existing employees supervising / working on the project as part of their usual duties (this is to be considered an in-kind contribution.) The Trust will, however, fund salaries of officers employed specifically to work on the project. **Note for all applicants:** if you seek Trust funds for someone currently employed by your organisation, you must explain why the Trust is being asked to fund an already-existing employee.
Core business	Activities where an existing organisation or individual is legally responsible for the task (e.g. implementing a Biosecurity Direction or Biosecurity Undertaking) or where funds obtained through a grant are used for cost-shifting purposes.
Existing funded projects	Projects already being funded or committed to by SoS or another funding program.
Retrospective activities	Activities carried out or committed to prior to accepting and signing the grant agreement.
Devolved grants	Offering funding to other organisations or individuals through a grant program.

	Projects where multiple landholders are identified and engaged in a catchment or regional scale project that is run by coordinating grantee, are considered to be partnership projects rather than devolved grant projects.
Poorly defined threatened species project	Projects that do not have clear benefits to threatened species including projects primarily focussed on improving aesthetics, local amenity or recreational opportunities; or restoration of habitat that cannot be demonstrated to be important for threatened species populations.
Equipment	Capital equipment purchases, unless it is evidently more cost effective to purchase than lease equipment for the life of the project.
Built environment	Construction, restoration or rehabilitation of buildings or facilities unless justification is provided e.g. buildings to conduct captive breeding programs. Fencing that is not wildlife friendly.
Maintenance	Ongoing maintenance of projects to which organisations have committed as part of previous grants.
Project planning	Development of overarching project plans will not be funded, however, site management plans which will be implemented as part of the project may be considered.
Facilitating changes of land tenure or resource licencing	Expenses associated with any activities resulting in the transfer of land, resource licencing (e.g. water extraction licences - either private or public) etc. between landholders will not be considered.

Part 4: Application process

The NSW Environmental Trust's Saving our Species – Contestable Grants Program has a single-stage application process.

The following takes you through the steps on how to lodge an application.

Tip

Ensure you address the assessment criteria within Part 5 of these Guidelines. They will be used to assess your application.

Littoral Rainforest
Photo: Michael Murphy

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

Step 1

Download and read the Program Guidelines (this document).

Step 2

Check your eligibility.

• Is your organisation eligible? (refer to pages 2 - 3)

• Are your activities suitable for this program? (refer to pages 4 - 6)

Step 3

Download and read the Guidelines for completing your Application Form.

Step 4

Download and complete the Application Form.

Step 5

Email your completed Application Form to:

apply@environmentaltrust.nsw.gov.au

by **3pm Monday 13 August 2018**.

Late Applications will not be accepted.

Step 6

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

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

Part 5: Assessment process

Selection for NSW Environmental Trust grants is a state-wide, merit-based process. Eligible applications will be assessed by the program's independent Technical Review Committee against the program assessment criteria.

Assessment criteria

Criterion 1. Consistency with SoS framework

A. Does the proposed site (or sites) of the project demonstrate the presence of a significant population, community or habitat of at least one of the target species and/or TECs?

- Is the project site(s) located within an already identified SoS priority management site (for a range-restricted TEC) or within an already identified SoS priority area (for a landscape-managed species or a widespread TEC)?
- If not, has justification been provided for how the proposed project site (or sites) is important for, (or can be shown to contribute to) a significant population or habitat of one or more of the target entities?
- If a network of sites has been proposed, has an explanation been provided of how the populations of landscape-managed species across these sites interact and how management at these sites achieves, or contributes to, a wider population viability of the species at a larger scale?
- Or, for a TEC, why each of the sites is important with respect to conserving the diversity of entities comprising the TEC across its range and associated ecological functions?

B. Is the project seeking to:
  a) secure a viable population of a landscape-managed species or otherwise contribute significantly to the long-term viability of the NSW population? and/or
  b) stabilise or improve a TEC in terms of its extent, characteristic native biota, ecological function and condition, across the range of their internal diversity in NSW?

- Has an objective for each target species or ecological community been clearly articulated? Are the objectives achievable?
- Have appropriate monitoring and evaluation strategies been proposed to enable evaluation of threat management, species and TEC viability, and project success?
- Does the monitoring and evaluation approach align with <u>SoS Monitoring, Evaluation and Reporting (MER) guidelines</u>, particularly with respect to measuring outcomes, (not just outputs) and setting short and long-term targets for evaluation.

C. Will the proposed project manage threats that are critically affecting the target entities' long-term viability?

- Have critical threats been identified and described?
- To what extent are these threats impacting on the target entity?
- Are the proposed threat management activities best practice?

- Are the proposed threat management activities likely to succeed (taking into consideration site-scale, proposed recurrence and known effectiveness of proposed techniques / technologies)?
- Are the proposed threat monitoring actions suitable and is the suggested recurrence sufficient?

D. Are there community engagement activities relating to the conservation project?

- Does the project raise awareness of the target landscape-managed species / TEC, and if so, what is the level of impact?
- Does the project engage more people to work on target landscape-managed species / TEC conservation projects?
- To what extent is outreach a component of the proposed project?

E. Have risks to the project been identified along with suitable mitigations?

- Have the main risks to project success been identified and put in to perspective with the proposed mitigation measures?
- Are the suggested mitigations measures suitable and best practice?
- Has a robust approach to risk review been included?

Criterion 2. Financials

F. Are the estimated costs for each activity and/or objective, appropriate and can the project realistically be delivered for the total budget amount? Does the project represent value for money?

- Are the estimated costs for management and monitoring actions appropriate?
- Is the likely environmental benefit of the proposal relative to the amount of grant funds appropriate?
- Is at least 10% of project budget, or equivalent in-kind contributions from a project partner with demonstrated capacity, allocated to monitoring and evaluation?
- Does the proposal demonstrate the required funding commitment for the full seven years of the project?

G. Does the proposed project have significant in-kind commitment or external funds contributed by other partners?

- Has documented evidence of contributions by other project partners, collaborators or stakeholders been provided?
- If project monitoring is being resourced through an in-kind contribution, has a letter of commitment been provided.
- Does the project demonstrate broad support and commitment from the project partners and stakeholders which could add to the likelihood of success?

Criterion 3. Capacity to deliver

H. Does the applicant outline their capacity to deliver their project proposal?

- Does the applicant have a proven track record in delivering quality outcomes in relation to improving management of threatened entities?

- Does the proposal outline the skills, expertise, resources and commitment of all required partners for the life of the project?
- Do project partners undertaking the landscape-managed species / TEC monitoring and threat monitoring have sufficient expertise and capacity?
- To what extent does the applicant rely on partners to help deliver project outcomes?
- If heavily reliant on project partners, is there an increased risk of failure should project management be weak, and if so, have mitigation strategies been proposed?

Criterion 4. Outcomes

I. Is the proposed project likely to have lasting effects and a reasonable likelihood of success; and have appropriate indicators to measure success been identified?

- What is your overall assessment of the long-term benefits of the project?
- Will there be long-term benefits to other threatened species or ecosystem functions?
- Given the objectives, methodology, estimated budget and timeframe, what is the likelihood of success of the project?
- Does the application demonstrate a commitment beyond the seven-year project period?
- Have appropriate measures of success been developed?

Assessment process

The following steps out the assessment and approval process for the program.

Technical review committee

The Trust establishes an independent Technical Review Committee for each grant program. These committees are made up of people with skills, knowledge and experience relevant to the specific program, and include at least one representative from the community and one from industry.

Step 1 – August 2018

Your application is submitted and receipt is acknowledged by Trust Administration (See page 10 for information on the application process).

Step 2 – August 2018

Trust Administration will check whether your application is eligible and complete for assessment purposes.

Step 3 – August/September 2018

The Technical Review Committee will assess the merit of your application by using the assessment criteria outlined on pages 11-13 and will make recommendations to the Environmental Trust. Trust Administration staff may also contact you or your nominated referees for further information about your application.

Step 6 – October/November 2018

The Trust, having considered the Technical Review Committee's recommendations, determines which applicants will receive grants. Decisions by the Trust are final. There is no appeal process. Successful applicants may not receive the full amount requested and may be

subject to special, as well as general, conditions of funding.

Step 7 – December 2018

Successful applicants announced by the Minister for Environment. A summary of the project will be published on the Trust website.

Unsuccessful applicants will be notified and are encouraged to seek feedback.

Part 6: Managing your grant

If you are successful in receiving a grant, you will be notified in December 2018. Upon commencement and for the duration of your project you will work with Trust Administration to prepare reports and required documentation (outlined below).

The Trust's Grants Administration team are on hand to answer questions and help you prepare and develop the required documentation.

Ribbon Gum-Mountain Gum-Snow Gum Grassy Forest/Woodland of the New England Tableland Bioregion. Photo Andrew Steed OEH

Grant agreement

Sign a Grant Agreement that sets out the terms and conditions associated with the grant.

A copy of a standard Grant Agreement can be accessed on the Trust's Grants process webpage.

Project measures

Complete Project Measures at the beginning of your project, and update your 'measures' with each progress report.

Project development in Saving our Species database

Enter project details into the Saving our Species database. If a conservation project has not already been developed for your species and / or TEC, this will involve working with Trust and OEH staff to develop the project and relevant mapping.

Invoicing

A tax invoice is required for each instalment of your grant, plus GST if applicable.

Reporting

Grantees are required to prepare and submit progress reports periodically throughout their projects. The timeframe for reporting and progress payments will be agreed with your Grants Administrator when the grant is awarded, and outlined in your Grant Agreement. Generally, progress reports are required every 12 months. A reporting template will be provided.

The Trust recognises, however, that variations to your project are sometimes inevitable and these can be negotiated with your Grants Administrator at any time throughout your project.

Each report allows grantees to provide details on activities, achievements and expenditure. It also provides the opportunity to reflect on the effectiveness of actions and achievement of project outcomes. Prior to submitting each annual report, grant recipients will be required to undertake an evaluation of their project with their project partners and identify any adaptive management strategies they may need to implement. The outcomes of this review will need to be included in the annual progress report.

Each report is reviewed by a representative of the Trust with the relevant technical expertise. If your report demonstrates that your project is progressing well, the next instalment of your grant will be authorised by the Trust and your Grant Administrator will provide you with feedback. Independent assessors may also be engaged to review your report.

Completing your project

The final six months of your project (June-December 2025) will be dedicated to project evaluation and reporting. All other project activities should be completed by then. Grantees are required to submit a final report reflecting on achievements against the project's objectives.

Like progress reports, your final report will be reviewed by a representative of the Trust and feedback provided to your Grants Administrator who will provide you will feedback on your project. If the requirements of the grant agreement have been met, your grant will then be formally acquitted.

General obligations

Signing the Grant Agreement commits you to fulfilling the following obligations. The standard conditions of this Agreement will not be changed at the request of grantees. If your organisation is not willing to sign the agreement then you should withdraw your application. Some key commitments are outlined below:

- Comply with all conditions contained in the Grant Agreement.
- Provide evidence of appropriate insurance coverage.
- Start your project within two months of receiving funding.
- To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants. The Trust will instigate random audits of grantees to ensure compliance.
- Seek prior approval for budget changes greater than 10 per cent or $25,000, whichever is less (while being aware that project administration costs should never be greater than 10 per cent of the direct project costs contributed from Trust funds).
- Seek prior approval from the Trust to alter proposed outputs, objectives or timeframes.
- Provide progress and final reports in accordance with the Trust's reporting guidelines. This should also include a report on project measures.
- Include the relevant financial reporting with all progress and/or final reports.
- Acknowledge the Trust's support in all promotional material or any public statements about your project. Your acknowledgement must include the NSW governments 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.

Probity

The Trust places high importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures. This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants. All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the

work. It is required that grantees will select contractors or consultants using a competitive process. More detail is provided in the Application budget form and in the Procurement Board Direction 2012-02, however, as an example: unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed $30,000 in total during life of the funded project. For any contract more than $30,000, you must secure a minimum of three written tenders/quotations. The conditions of tendering shall be the same for each tenderer on any particular tender process and all tenders must comply with the NSW Government Code of Practice for Procurement (2005).

Staff recruitment

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 may however, pay for staff employed specifically for your project, provided a formal recruitment process has been undertaken.

At a minimum, the following must be undertaken:

• job description must be prepared
• job must be advertised (either internally or externally)
• candidates must be assessed on merit, with all candidates asked the same questions

NB: Recruitment of staff cannot occur until after you have been awarded a grant.

Third party assistance

While applicants are encouraged to seek collaboration from other project partners, careful consideration is required around any commercial relationships. Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however please be advised that any costs associated with this service cannot be reimbursed using Trust funding.

Likewise, any Third-Party assistance provider involved in the development of the project application should not be eligible to tender for contract activities for that project (due to unfair advantage).

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 and/or auditing its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

More information on the Government Information (Public Access) Act 2009 is available on the NSW legislation website.

Part 7: Finding information

Assistance in completing your application

If you require assistance with completing the application form, please contact the Environmental Trust on (02) 8837 6093 or info@environment.nsw.gov.au

For the development of projects, links to the relevant SoS webpages that you may need to reference are provided below.

- SoS program
- Landscape-managed species
- Search for landscape-managed species conservation projects
- SoS landscape-managed species strategy
- Threatened ecological communities
- Search for threatened ecological community conservation projects
- SoS threatened ecological communities strategy
- Search for conservation projects by location, species name or species type

To identify if a conservation project has been developed for your landscape-managed species or TEC, visit the relevant conservation project page for the entity on the OEH website. If **SoS priority areas** or **SoS priority management sites** have been established for the species or TEC, it will be displayed on the map.

SoS priority management sites

If **SoS priority management sites** are displayed for a landscape-managed species, conservation projects are currently being funded at these locations, so these sites should not be included in your project.

If **SoS priority management sites** are displayed for a range-restricted TEC, conservation projects are not yet being funded at these locations and so projects at these locations are eligible for funding. For these TECs a conservation project has been developed. In the table at the bottom of the webpage for the TEC conservation project you will be able to link to the specific actions developed for each **SoS priority management site** by clicking on the relevant management site link. Only the identified conservation project management actions within these **SoS priority management** sites will be funded under this grants program.

SoS priority areas

For landscape-managed species and widespread TECs without **SoS priority management sites**, **SoS priority areas** have been identified for a number of these entities and a list of toolbox actions has been developed. You will need to select the relevant toolbox actions that you will apply to your project site.

Where there are no SoS priority management sites or SoS priority areas

For TECs without identified **SoS priority areas** or **SoS priority management sites** you will be required to provide information to support your project proposal. Information can be found in the following places:

- NSW Threatened Species Scientific Committee determinations

- Individual <u>threatened species or threatened ecological community profiles</u>. Where available, view the 'Activities to assist this species' section on the threatened entity's profile page

Additionally, you may use plans of management, scientific papers, letters from experts in the species or TEC etc. to support your application.

> **Please ensure that you have obtained as much information as possible from the relevant links and other information sources before seeking project specific information through the SoS mailbox:**
>
> <u>savingourspecies@environment.nsw.gov.au</u>.

Appendix 1

List of eligible landscape-managed species

Common Name	Scientific Name
Albert's Lyrebird	*Menura alberti*
Australian Painted Snipe	*Rostratula australis*
Barking Owl	*Ninox connivens*
Bell's Turtle, Western Sawshelled Turtle	*Myuchelys bellii*
Black Bittern	*Ixobrychus flavicollis*
Black Falcon	*Falco subniger*
Blue Mountains Water Skink	*Eulamprus leuraensis*
Border Thick-tailed Gecko	*Uvidicolus sphyrurus*
Brown Treecreeper (eastern subspecies)	*Climacteris picumnus victoriae*
Brush-tailed Phascogale	*Phascogale tapoatafa*
Bush Stone-curlew	*Burhinus grallarius*
Cumberland Plain Land Snail	*Meridolum corneovirens*
Davies' Tree Frog	*Litoria daviesae*
Dusky Woodswallow	*Artamus cyanopterus cyanopterus*
Eastern Bentwing-bat	*Miniopterus schreibersii oceanensis*
Eastern Cave Bat	*Vespadelus troughtoni*
Eastern Freetail-bat	*Mormopterus norfolkensis*
Eastern Grass Owl	*Tyto longimembris*
Eastern Osprey	*Pandion cristatus*
Flame Robin	*Petroica phoenicea*
Giant Burrowing Frog	*Heleioporus australiacus*
Giant Dragonfly	*Petalura gigantea*
Gilbert's Whistler	*Pachycephala inornata*
Glandular Frog	*Litoria subglandulosa*
Glossy Black-Cockatoo	*Calyptorhynchus lathami*
Grey-crowned Babbler (eastern subspecies)	*Pomatostomus temporalis temporalis*
Grey-headed Flying-fox	*Pteropus poliocephalus*
Hooded Robin (south-eastern form)	*Melanodryas cucullata cucullata*
Little Bentwing-bat	*Miniopterus australis*
Little Lorikeet	*Glossopsitta pusilla*
Littlejohn's Tree Frog	*Litoria littlejohni*
Loveridge's Frog	*Philoria loveridgei*
Major Mitchell's Cockatoo	*Lophochroa leadbeateri*
Mallee Worm-lizard	*Aprasia inaurita*
Marbled Frogmouth	*Podargus ocellatus*
Masked Owl	*Tyto novaehollandiae*
Pale-headed Snake	*Hoplocephalus bitorquatus*
Parma Wallaby	*Macropus parma*
Pink-tailed Legless Lizard	*Aprasia parapulchella*
Red-legged Pademelon	*Thylogale stigmatica*

Red-tailed Black-Cockatoo (inland subspecies)	*Calyptorhynchus banksii samueli*
Redthroat	*Pyrrholaemus brunneus*
Rosenberg's Goanna	*Varanus rosenbergi*
Rufous Scrub-bird	*Atrichornis rufescens*
Scarlet Robin	*Petroica boodang*
Shy Heathwren	*Hylacola cautus*
Sooty Owl	*Tyto tenebricosa*
Southern Myotis	*Myotis macropus*
Southern Ningaui	*Ningaui yvonneae*
Speckled Warbler	*Chthonicola sagittata*
Sphagnum Frog	*Philoria sphagnicolus*
Spotted-tailed Quoll	*Dasyurus maculatus*
Squirrel Glider	*Petaurus norfolcensis*
Stephens' Banded Snake	*Hoplocephalus stephensii*
Striped Legless Lizard	*Delma impar*
Stripe-faced Dunnart	*Sminthopsis macroura*
Stuttering Frog	*Mixophyes balbus*
Superb Parrot	*Polytelis swainsonii*
Swift Parrot	*Lathamus discolor*
Three-toed Snake-tooth Skink	*Coeranoscincus reticulatus*
Turquoise Parrot	*Neophema pulchella*
White-footed Dunnart	*Sminthopsis leucopus*
White-fronted Chat	*Epthianura albifrons*
Yellow-bellied Glider	*Petaurus australis*

List of eligible threatened ecological communities

Scientific Name	Management Stream
Agnes Banks Woodland in the Sydney Basin Bioregion	Ecological community (range-restricted)
Artesian Springs Ecological Community in the Great Artesian Basin	Ecological community (range-restricted)
Blue Gum High Forest in the Sydney Basin Bioregion	Ecological community (range-restricted)
Brogo Wet Vine Forest in the South East Corner Bioregion	Ecological community (range-restricted)
Byron Bay Dwarf Graminoid Clay Heath Community	Ecological community (range-restricted)
Duffys Forest Ecological Community in the Sydney Basin Bioregion	Ecological community (range-restricted)
Eastern Suburbs Banksia Scrub in the Sydney Basin Bioregion	Ecological community (range-restricted)
Elderslie Banksia Scrub Forest in the Sydney Basin Bioregion	Ecological community (range-restricted)
Genowlan Point *Allocasuarina nana* Heathland	Ecological community (range-restricted)
Gnarled Mossy Cloud Forest on Lord Howe Island	Ecological community (range-restricted)
Hygrocybeae Community of Lane Cove Bushland Park in the Sydney Basin Bioregion	Ecological community (range-restricted)
Kincumber Scribbly Gum Forest in the Sydney Basin Bioregion	Ecological community (range-restricted)

Lagunaria Swamp Forest on Lord Howe Island	Ecological community (range-restricted)
Littoral Rainforest in the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (range-restricted)
Low woodland with heathland on indurated sand at Norah Head	Ecological community (range-restricted)
Maroota Sands Swamp Forest	Ecological community (range-restricted)
Marsh Club-rush sedgeland in the Darling Riverine Plains Bioregion	Ecological community (range-restricted)
Milton Ulladulla Subtropical Rainforest in the Sydney Basin Bioregion	Ecological community (range-restricted)
Mount Gibraltar Forest in the Sydney Basin Bioregion	Ecological community (range-restricted)
Mount Kaputar high elevation and dry rainforest land snail and slug community in the Nandewar and Brigalow Belt South Bioregions	Ecological community (range-restricted)
Mt Canobolas Xanthoparmelia Lichen Community	Ecological community (range-restricted)
O'Hares Creek Shale Forest	Ecological community (range-restricted)
Quorrobolong Scribbly Gum Woodland in the Sydney Basin Bioregion	Ecological community (range-restricted)
Sun Valley Cabbage Gum Forest in the Sydney Basin Bioregion	Ecological community (range-restricted)
Sydney Freshwater Wetlands in the Sydney Basin Bioregion	Ecological community (range-restricted)
The Shorebird Community occurring on the relict tidal delta sands at Taren Point	Ecological community (range-restricted)
Themeda grassland on seacliffs and coastal headlands in the NSW North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (range-restricted)
Umina Coastal Sandplain Woodland in the Sydney Basin Bioregion	Ecological community (range-restricted)
Acacia loderi shrublands	Ecological community (widespread)
Acacia melvillei Shrubland in the Riverina and Murray-Darling Depression bioregions	Ecological community (widespread)
Allocasuarina luehmannii Woodland in the Riverina and Murray-Darling Depression Bioregions	Ecological community (widespread)
Araluen Scarp Grassy Forest in the South East Corner Bioregion	Ecological community (widespread)
Bangalay Sand Forest of the Sydney Basin and South East Corner bioregions	Ecological community (widespread)
Ben Halls Gap National Park Sphagnum Moss Cool Temperate Rainforest	Ecological community (widespread)
Blue Mountains Basalt Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Blue Mountains Shale Cap Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Blue Mountains Swamps in the Sydney Basin Bioregion	Ecological community (widespread)
Brigalow within the Brigalow Belt South, Nandewar and Darling Riverine Plains Bioregions	Ecological community (widespread)
Brigalow-Gidgee woodland/shrubland in the Mulga Lands and Darling Riverine Plains Bioregions	Ecological community (widespread)
Cadellia pentastylis (Ooline) community in the Nandewar and Brigalow Belt South Bioregions	Ecological community (widespread)
Carbeen Open Forest Community in the Darling Riverine Plains and Brigalow Belt South Bioregions	Ecological community (widespread)
Carex Sedgeland of the New England Tableland, Nandewar, Brigalow Belt South and NSW North Coast Bioregions	Ecological community (widespread)
Castlereagh Scribbly Gum Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Castlereagh Swamp Woodland Community	Ecological community (widespread)

Central Hunter Grey Box-Ironbark Woodland in the New South Wales North Coast and Sydney Basin Bioregions	Ecological community (widespread)
Central Hunter Ironbark-Spotted Gum-Grey Box Forest in the New South Wales North Coast and Sydney Basin Bioregions	Ecological community (widespread)
Coastal Cypress Pine Forest in the New South Wales North Coast Bioregion	Ecological community (widespread)
Coastal Saltmarsh in the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (widespread)
Coastal Upland Swamp in the Sydney Basin Bioregion	Ecological community (widespread)
Cooks River/Castlereagh Ironbark Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Coolac-Tumut Serpentinite Shrubby Woodland in the NSW South Western Slopes and South Eastern Highlands Bioregions	Ecological community (widespread)
Coolibah-Black Box Woodland in the Darling Riverine Plains, Brigalow Belt South, Cobar Peneplain and Mulga Lands Bioregion	Ecological community (widespread)
Cumberland Plain Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Dry Rainforest of the South East Forests in the South East Corner Bioregion	Ecological community (widespread)
Freshwater Wetlands on Coastal Floodplains of the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (widespread)
Fuzzy Box Woodland on alluvial Soils of the South Western Slopes, Darling Riverine Plains and Brigalow Belt South Bioregions	Ecological community (widespread)
Grey Box-Grey Gum Wet Sclerophyll Forest in the NSW North Coast Bioregion	Ecological community (widespread)
Halosarcia lylei low open-shrubland in the Murray Darling Depression Bioregion	Ecological community (widespread)
Howell Shrublands in the New England Tableland and Nandewar Bioregions	Ecological community (widespread)
Hunter Floodplain Red Gum Woodland in the NSW North Coast and Sydney Basin Bioregions	Ecological community (widespread)
Hunter Lowland Redgum Forest in the Sydney Basin and New South Wales North Coast Bioregions	Ecological community (widespread)
Hunter Valley Footslopes Slaty Gum Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Hunter Valley Vine Thicket in the NSW North Coast and Sydney Basin Bioregions	Ecological community (widespread)
Hunter Valley Weeping Myall Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Illawarra Lowlands Grassy Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Illawarra Subtropical Rainforest in the Sydney Basin Bioregion	Ecological community (widespread)
Inland Grey Box Woodland in the Riverina, NSW South Western Slopes, Cobar Peneplain, Nandewar and Brigalow Belt South Bioregions	Ecological community (widespread)
Kurnell Dune Forest in the Sutherland Shire and City of Rockdale	Ecological community (widespread)
Kurri Sand Swamp Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Lower Hunter Spotted Gum-Ironbark Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Lower Hunter Valley Dry Rainforest in the Sydney Basin and NSW North Coast Bioregions	Ecological community (widespread)
Lowland Grassy Woodland in the South East Corner Bioregion	Ecological community (widespread)
Lowland Rainforest in the NSW North Coast and Sydney Basin Bioregions	Ecological community (widespread)
Lowland Rainforest on Floodplain in the New South Wales North Coast Bioregion	Ecological community (widespread)

Mallee and Mallee-Broombush dominated woodland and shrubland, lacking Triodia, in the NSW South Western Slopes Bioregion	Ecological community (widespread)
McKies Stringybark/Blackbutt Open Forest in the Nandewar and New England Tableland Bioregions	Ecological community (widespread)
Melaleuca armillaris Tall Shrubland in the Sydney Basin Bioregion	Ecological community (widespread)
Moist Shale Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Montane Peatlands and Swamps of the New England Tableland, NSW North Coast, Sydney Basin, South East Corner, South Eastern Highlands and Australian Alps bioregions	Ecological community (widespread)
Myall Woodland in the Darling Riverine Plains, Brigalow Belt South, Cobar Peneplain, Murray-Darling Depression, Riverina and NSW South Western Slopes bioregions	Ecological community (widespread)
Native Vegetation on Cracking Clay Soils of the Liverpool Plains	Ecological community (widespread)
New England Peppermint (*Eucalyptus nova-anglica*) Woodland on Basalts and Sediments in the New England Tableland Bioregion	Ecological community (widespread)
Newnes Plateau Shrub Swamp in the Sydney Basin Bioregion	Ecological community (widespread)
Pilliga Outwash Ephemeral Wetlands in the Brigalow Belt South Bioregion	Ecological community (widespread)
Pittwater and Wagstaffe Spotted Gum Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Porcupine Grass - Red Mallee - Gum Coolabah hummock grassland/low sparse woodland in the Broken Hill Complex Bioregion	Ecological community (widespread)
Ribbon Gum-Mountain Gum-Snow Gum Grassy Forest/Woodland of the New England Tableland Bioregion	Ecological community (widespread)
River-Flat Eucalypt Forest on Coastal Floodplains of the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (widespread)
Robertson Basalt Tall Open-forest in the Sydney Basin and South Eastern Highlands Bioregions	Ecological community (widespread)
Robertson Rainforest in the Sydney Basin Bioregion	Ecological community (widespread)
Sandhill Pine Woodland in the Riverina, Murray-Darling Depression and NSW South Western Slopes bioregions	Ecological community (widespread)
Semi-evergreen Vine Thicket in the Brigalow Belt South and Nandewar Bioregions	Ecological community (widespread)
Shale Gravel Transition Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Shale Sandstone Transition Forest in the Sydney Basin Bioregion	Ecological community (widespread)
Southern Highlands Shale Woodlands in the Sydney Basin Bioregion	Ecological community (widespread)
Southern Sydney sheltered forest on transitional sandstone soils in the Sydney Basin Bioregion	Ecological community (widespread)
Subtropical Coastal Floodplain Forest of the New South Wales North Coast Bioregion	Ecological community (widespread)
Swamp Oak Floodplain Forest of the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (widespread)
Swamp Sclerophyll Forest on Coastal Floodplains of the New South Wales North Coast, Sydney Basin and South East Corner Bioregions	Ecological community (widespread)
Sydney Turpentine-Ironbark Forest	Ecological community (widespread)
Tableland Basalt Forest in the Sydney Basin and South Eastern Highlands Bioregions	Ecological community (widespread)
Tablelands Snow Gum, Black Sallee, Candlebark and Ribbon Gum Grassy Woodland in the South Eastern Highlands, Sydney Basin, South East Corner and NSW South Western Slopes Bioregions	Ecological community (widespread)
Upland Wetlands of the Drainage Divide of the New England Tableland Bioregion	Ecological community (widespread)

Warkworth Sands Woodland in the Sydney Basin Bioregion	Ecological community (widespread)
Western Sydney Dry Rainforest in the Sydney Basin Bioregion	Ecological community (widespread)
White Box Yellow Box Blakely's Red Gum Woodland	Ecological community (widespread)
White Gum Moist Forest in the NSW North Coast Bioregion	Ecological community (widespread)
Windswept Feldmark in the Australian Alps Bioregion	Ecological community (widespread)