



# Application guide 2025

Protecting Our Places grants program

NSW Environmental Trust





## Acknowledgement of Country

Department of Climate Change, Energy, the Environment and Water acknowledges the Traditional Custodians of the lands where we work and live.

We pay our respects to Elders past, present and emerging.

This resource may contain images or names of deceased persons in photographs or historical content.

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Artist and designer Nikita Ridgeway from Aboriginal design agency Boss Lady Creative Designs created the People and Community symbol.

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# How to use this guide

This guide offers step-by-step instructions to help you complete and submit your application to the Protecting Our Places grants program 2025.

Your application will include 2 components:

- application form
- supporting documents and required attachments.

To help you complete your application, the [Protecting Our Places grants program](#) webpage provides the following resources:

- program guidelines: it is important that you read the program guidelines, especially the section on eligible and ineligible activities, to ensure your submission aligns with the program's objectives and rules
- 2025 application form
- sample letter of support and tips (Protecting Our Places)
- sample letter of endorsement and tips (Protecting Our Places)

Supporting documents may be submitted either as Word or PDF documents. Applications must not be larger than 50MB.

## Enquiries or questions

NSW Environmental Trust

Telephone: 02 8837 6093

Email: [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au)

# How to apply

## Step 1 – Download the application form

- Visit the [Protecting Our Places webpage](#) and open the application form link
- Download the form and save it to your computer so you can fill it out easily.
- Fill out the form, referring to this application guide for helpful tips and instructions.
- Save the completed form and follow the instructions to submit.

## Step 2 – Send us your completed application

Email your full application to us and make sure to include:

- the completed application form
- 2 maps: one showing the project location and the other showing the project works
- letters of support
- letter of endorsement if your organisation is governed by a board or management/steering committee.

Send applications to: **[apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au)**

Closing date: **5 pm Thursday 31 July 2025**

Late, ineligible, or incomplete applications will not be accepted.

Each organisation can submit up to 2 applications, but only one can be funded.

## Step 3 – Confirmation

We will confirm receipt of your emailed application within 3 working days.

Within 2 weeks of the closing date, you will receive a confirmation email with a unique reference number for your application (for example, 2025/PP/0023). This reference number should be used in all correspondence.

# Application form

The application form is divided into 4 sections:

- Part A About your organisation and people
- Part B About your project
- Part C Referees
- Part D Submission checklist

## Part A: About your organisation and people

### Question A1: Applicant details

Provide all relevant information about your organisation. Your organisation must be one of the organisation types listed to be eligible.

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

To support your eligibility for the program, you may need to submit additional documentation, such as evidence of the organisation's objectives, purpose, or mission statement as an attachment with your application.

Depending on the status of your organisation, refer to the links included within this section of the application form for more information.

The technical review committee will assess your application to confirm your eligibility. The program is intended for **not-for-profit Aboriginal-led organisations** with a genuine connection to the local Aboriginal community. The project must provide direct benefits, involve the local Aboriginal community and consult with relevant stakeholders

### Question A3: Has this application been approved by your organisation's governing body or board?

Written confirmation that your body/board is aware of the project and their endorsement is needed. It is important for your body/board to confirm its understanding and commitment to support the proposed activities. If this application has been approved by your body/board, please attach a letter indicating this support. If it has not been, explain when approval will be given.

### Question A4: Who is the applicant's primary contact?

The main contact person for the application will be the individual that the Aboriginal Program Officer notifies about the outcome.

## Question A5: Who has authorised the application?

This person must have the authority from your organisation to approve this application. They will also serve as the secondary contact.

If your organisation is unincorporated, an external manager from an incorporated not-for-profit organisation (or government entity) needs to be eligible to apply. Please provide the details of the external manager's primary contact in this section. Details about **the role of an external manager** can be found in Section 2 of the program guidelines document.

## Question A6: Current status of your organisation

This section provides the technical review committee with an overview of the age, size and scale of your organisation. It also helps us understand how your organisation makes decisions.

## Question A7: Insurance

Grantees are required to hold adequate insurance coverage, including a minimum of \$10 million in public liability insurance, as well as workers' compensation and volunteer insurance. Insurance policies must remain active for the full duration of the project.

## Question A8: Has your organisation received Environmental Trust funding or other grants before?

This helps us understand the history of works carried out on site and any previous project delivery experience your organisation may have. If you have received Trust funding before, it is important to explain how you will manage multiple grant projects at one time.

## Part B: About your project

### 1.1 Tangible environmental outcome

#### Question B1: Project title

Provide a title for your project that reflects its goals and, where possible, includes the Aboriginal location name. If your application is successful, this title will be used in all related documents and promotional materials.

#### Question B2: Project summary

Your project summary should briefly explain what you plan to do, including the objectives, activities and expected outcomes. Make sure the summary clearly outlines the environmental and cultural outcomes you aim to achieve. This summary will be used to promote your project in reports and media.

#### Question B3: Project location

Describe the geographical location of your project, including:



- site name (if applicable)
- address
- general description of the area
- Local Aboriginal Land Council area
- Local Land Services region
- local government area, and
- state electorate for the project.

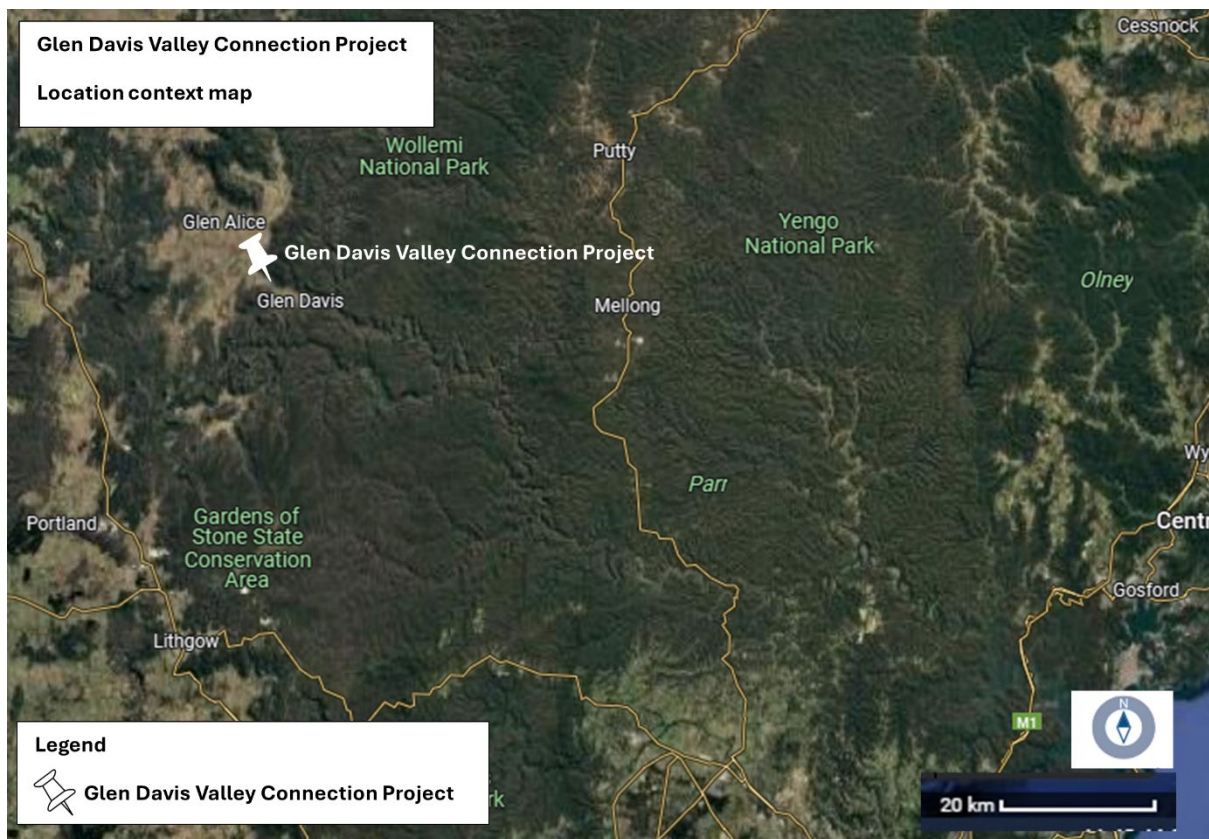
Find the decimal degree coordinates for your project location using a map or Google Maps. In Google Maps, right-click on the project location and select 'What's here?'. The coordinates will appear in the search box. Copy them into the latitude and longitude fields in the application form.

### Question B4: Project location map

This map should show the project boundaries within the regional context, including major landmarks such as rivers, roads, towns or cities, and national parks. It must include a scale, north point and legend, and be no larger than A4 size. Name your map files clearly and concisely. For example, Scrubland Culture Custodians Network used 'SCCN Project Location Map'.

For guidance on how to prepare a map, refer to the Guide to developing maps for NSW Environmental Trust grant applications. Applications without maps will be considered incomplete and may not be assessed.

Figure 1 is an example of a project location map.



**Figure 1** Example of a location map of the Glen Davis Valley project site

### Question B5: Project works map – to show what works will occur on site

A project works map must be included with your application. This map needs to focus on your project site and clearly show the activities or work zones. It should be no larger than A4 and include a scale, north point and legend, so the technical review committee can better understand your project plans. Think of the map as a visual summary of what you have described in your application.

Maps can be created using a Geographic Information System, NSW Spatial Viewer, SIX Maps or Google Earth.

Figure 2 is an example of a project works map.



**Figure 2** Example of a project works map located in the Glen Davis Valley

## Question B6: Land ownership – who owns the land and/or holds a lease over the land?

Attach a letter of support for your proposed works from the landowner or manager and, if a lease exists, the leaseholder. If you are awaiting approval from the owner and/or leaseholder, explain the delay and when you expect approval.

## 1.2 Project justification

### Question B7: What are the cultural and environmental issues you want to address?

Clearly describe the environmental issue you are addressing and explain why it's important for the New South Wales environment. Use evidence to show that action is needed. The issue must be specific to your project site and not something general such as 'climate change'. You must also explain why the site or issue is important to your community.



## Question B8: Studies, reports, assessments or management plans relevant to the site and/or the environmental issues

Not all sites will have had studies identifying the environmental issue or problem. However, if there are documents that identify the problem in your project area (local environment plans, catchment plans, vegetation management plans, plans of management, state of the environment reports, wildlife surveys), please include them (or relevant excerpts).

## Question B9: What work do you want to do?

List the activities you plan to do in the order you plan to do them. You can use dot points. Include everything you need to make your project successful. For example:

- talk to community Elders about their views on the site
- develop site plans and get approval from the community and partners
- seek expert advice on environmental and ecological matters, such as vegetation and wildlife habitat
- request any necessary licences, permits and quotes
- calculate the number and type of plants needed
- calculate the length and type of fencing required
- estimate the amount of concrete needed for fence posts
- organise storage for materials needed for project activities. This includes fencing materials, plants, personal protective equipment and other equipment
- identify the best time and conditions for planting
- order plants and fencing materials
- prepare the site, including removing weeds
- provide training for community members to carry out the project activities
- host a community open day at the site to celebrate project completion.

This list will be helpful when you need to allocate budget amounts to planning and implementation activities later in the application form.

## Question B10: Mandatory project management workshops

A key component of the program is to help you build the capacity of your organisation, staff and community members. This support includes improving skills in project planning, managing and reporting.

If successful, you will be invited to attend 2 face-to-face workshops. Workshops will be held regionally, aiming to be as close as possible to where you are located. Please consider who from your organisation will attend and provide their names. These people should have a key role in the project development and delivery. Each of the 2-day workshops must be attended about one month apart.

## Question B11: Is the protection of a specific threatened species the primary focus of your project?

If your project focuses on a threatened species, provide information about the species and its conservation status. For guidance, visit the Saving our Species threatened species profile search page or the department's threatened species webpages.

**Table 1** Example of threatened species

Common name	Scientific name	NSW conservation status
Eastern chestnut mouse	<i>Pseudomys gracilicaudatus</i>	Vulnerable
Leafless tongue orchid	<i>Cryptostylis hunteriana</i>	Vulnerable
Superb parrot	<i>Polytelis swainsonii</i>	Vulnerable
Greater glider	<i>Petauroides volans</i>	Endangered

## Question B12: Will your project be carried out in a threatened ecological community?

A threatened ecological community may be listed as vulnerable, endangered or critically endangered under the *NSW Biodiversity Conservation Act 2016* depending on the level of threat and risk of its collapse.

If your project will take place in an area that includes a threatened ecological community, provide details about the type of community and how you know it exists in your project area (for example, management plans, maps, ecological survey).

For guidance on where threatened ecological communities occur, visit the Saving our Species website or the Bionet Atlas website and follow the instructions to search for your project location.

## Question B13: Is this project part of a larger, ongoing program?

Provide information about any current efforts or activities already in place to address the issue your project is targeting. Provide details including:

- how your project fits in with the larger program
- how it is different
- how your project will build on previous work. If nothing is currently happening, please state this.

## Question B14: Are the environmental issues, or the activities proposed, core business or the legal responsibility of any person or organisation involved in the project?

The Trust will not fund projects that are clearly part of the core business of local or state government authorities, private landholders or the applicant organisation. However, it will consider funding projects that are related to, or additional to, the organisation's usual work or responsibilities.



Core business can be difficult to define, as it differs between organisations. Core business refers to the essential business or legal responsibility of an individual or organisation.

For more information, see Section 3 on eligible activities and Section 4 on ineligible activities in the program guidelines.

## 1.3 Capacity to deliver

### Question B15: Collaborators

Please provide details about key team members involved in the project, including the roles and responsibilities of up to 4 people. This should include:

- the name each person and their role in the project
- explaining what tasks they'll be responsible for
- ensuring your team has the right mix of supervision, skills, knowledge and support

Each project partner or key stakeholder fundamental to the delivery of your project needs to provide letters of support. If these are not included with the application, there will be an expectation that these letters will be provided with the Stage 1 – Planning progress report.

**Note:** If your application is successful, you must show that any contractors involved were selected through a fair and competitive process, even if they helped prepare the application.

**Table 2** Example of project collaborator list

Names, positions and group/organisation	Reason for involvement	Intended role in project design and delivery	Confirmed Yes/No
Mara Jones, CEO, Coastal LALC	LALC project coordinator	Project manager	Yes
Jesse Burton, Project Manager, Blue Sky Council	Significant project management experience (10 years with council)	Project administrator and manager of River Reserve	Yes
Local Aboriginal youth	Development of land management skills and knowledge	Trainees	No
Jo Brown, Coastal Landcare Network	Bushcare volunteer for 15 years	Volunteer in River Reserve	Yes
Tyler Smith, Elder, NSW LALC	Head teacher Certificate II Conservation and Land Management	Bush regeneration training	Yes

## Question B16: Experience

The technical review committee will look at any experience your group or organisation has with grant-funded projects, including their size and effectiveness.

Outline your organisation's experience with similar projects including the skills and capacity of staff to manage the project and deliver the proposed activities.

First-time applicants are encouraged to apply, as support and training will be provided to successful grantees. Previous grant experience is not required.

## Question B17: Please declare any real, potential or perceived conflict of interest

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

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

**Note:** It is better to declare any potential conflicts for review, rather than withholding information.

## 1.4 Indicative project budget

### Question B18: Please provide an indicative budget breakdown of the funding you are seeking

You must provide an estimated budget for the planning and implementation stages of your project, including general expenses and their amounts. Ensure that only eligible activities are included for each stage.

Trust funds are available to a maximum of \$120,000 per project split across 2 stages.

Funding is paid in 3 instalments across Stage 1 (one payment) and Stage 2 (2 payments).

#### Stage 1 – Planning

Stage 1 budget is a maximum of \$20,000. Examples of eligible activities include:

- obtaining agreements with partners, such as memorandums of understanding or committee terms of reference
- consulting community and stakeholders
- obtaining any licences, permits or approvals
- seeking advice and guidance on environmental and ecological values to ensure that project activities do not inadvertently impact threatened species, ecological communities or other habitat on the project site
- costs associated with attending both 2-day mandatory capacity-building workshops by project team members.

Do not list on-ground implementation activities (for example, fencing, weeding, safety training, bush regeneration) in Stage 1 as they are Stage 2 activities.

## Stage 2 – Implementation

Stage 2 budget is a maximum of \$98,000 with an additional \$2,000 allocated for a mandatory independently certified financial statement at the end of the project.

Eligible activities include a wide range of on-ground environmental and cultural management activities. You must refer to the program guidelines to understand what activities are eligible.

**Table 3 Example of a budget breakdown for Stage 1 – Planning**

Stage 1 – Planning (maximum \$20,000) Expenditure item	Estimated funds sought from the Trust (\$)	Estimated contribution by others (\$)
Hours for project planning (7 hrs/day for 7 days @ \$42/hr)	–	2,058
Hours attending mandatory project management workshop (7 hrs/day for 4 days @ \$42/hr) for 2 participants	–	2,352
Archaeological and site surveys	4,500	–
Aboriginal Heritage Impact Permit	500	–
Community consultation meetings and catering (3 meetings @ \$650/meeting)	1,950	–
Ecological survey and monitoring program	8,000	–
Elder (project ambassador) (7 hrs/day for 4 days @ \$30/hr)	840	–
Project management (7 hrs/day for 14 days @ \$42.95/hr)	4,209	1,000
<b>Stage 1 – Planning total:</b>	<b>20,000</b>	<b>5,410</b>

**Table 4 Example of a budget breakdown for Stage 2 – Implementation**

<b>Stage 2 – Implementation/on-ground activities (maximum \$98,000) Expenditure item</b>	<b>Estimated funds sought from the Trust (\$)</b>	<b>Estimated contribution by others (\$)</b>
Bush regeneration supervisor (contractor) (7hrs/day for 40 days @ \$45/hr)	12,600	–
Fencing materials – 2 km (2 barb, 3 plain wires, strainers, droppers etc.)	6,478	–
Employment of 3 young people – training and on-site works	25,000	–
TAFE – Conservation and Ecosystem Management modules (Commonwealth funded)		7,500
2,000 plant tube stock x \$1.50 per plant	3,000	–
Materials and PPE	750	–
Tools	750	2,000
Design and install education signage	4,500	–
Consultation and implement hazard reduction around key sites	8,500	5,000
Open day community event, including promotional materials	1,500	–
Ecological monitoring and citizen science	14,000	2,500
Elder (project ambassador) (7 hrs/day for 4 days/year x 2 @ \$30/hr)	1,680	–
Project management (7 hrs/day for 64 days @ \$42.95/hr)	19,242	–
<b>Stage 2 – Implementation total</b>	<b>98,000</b>	<b>17,000</b>
<b>Mandatory independently certified financial statement</b>	<b>2,000</b>	<b>–</b>
<b>Total project value – Stages 1 and 2</b>	<b>\$120,000</b>	<b>\$22,410</b>

# Part C: Referees

You need to provide 2 referees to support your project.

Referees are to be independent of your organisation and not actively involved in the project. However, they should be able to verify your organisation's capability to carry out the project and support its merits. They must be available during the application assessment period.



# Part D: Application submission

It is important that you have read the program guidelines to ensure your submission aligns with the program's objectives and rules, especially the sections on eligibility and assessment criteria. Applicants must adhere to specific naming instructions for submitting their application documents (see below).

Before submitting your application, ensure that you can tick off everything in the grant application submission check list.

## Document naming

### **Application form**

- Your organisation name – POP Application (example 'Bendigo LALC – POP Application')

### **Attachments**

- Maps
  - Your organisation name – project location map (mandatory)
  - Your organisation name – project works map (mandatory)

### **Letters**

- Your organisation name – letter of endorsement from [insert governing body or board name] (mandatory)
- Partner/stakeholder name – letter of support (optional but preferred)

### **Other supporting information**

- Organisation name – site photo 1 of 1 (optional)
- Organisation name – management plan extract (optional)