



CARING
FOR
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COUNTRY

NACC COASTAL GRANTS 2010

For the protection and restoration of the NAR Coast

Grant Guidelines & Application Form

These Guidelines provide information about the Northern Agricultural Catchments Council (NACC) Coastal Grants to assist applicants to develop applications for this funding.

Funding of up to \$10,000 per project is available for on-ground coastal management projects that comply with the Grant criteria as outlined in "Objectives" below.

GENERAL INFORMATION ABOUT THE GRANTS

NACC Coastal Grants aim to contribute to the restoration, management and enhancement of beaches and dunes of the Coast¹ of the Northern Agricultural Region². The grants provide resources to assist land managers³ and community groups⁴ to undertake on-ground coastal management activities, and enhance community skills and knowledge in rehabilitation, restoration and conservation of the coast.

¹**Coastal or Coast** is defined as: offshore islands, the mobile beach zone and dune systems; rocky outcrops, headlands and estuaries.

²**Northern Agricultural Region coastline:** the coastal zone of the NAR stretches from Guilderton to Kalbarri. The Coastal zone of the NAR can be broadly identified as the area from the low water mark to the extent of the secondary dunes covered or partly covered by coastal heath communities (in our Region the average distance from the low tide mark to the extent of the secondary dune system will be 2-3Km).

³**Land manager** is defined as: a local government council; a State government department and Aboriginal Land Council with responsibilities for coastal management and a land owner.

⁴**Community group** is defined as: local ratepayers association, a Coastcare group, Friends of... group, non-government organisation, not-for-profit organisation and any other local issues based community-orientated group incorporated, not-for-profit group or organisation.

1. Project applications must be received 5pm Friday 7th May 2010.

Applications for funding can be returned by email, fax or post.

Email to: cpo@nacc.com.au OR

Fax to: 08 99 566 126 OR

*Post to: **Coastal Coordinator, PO Box 7168, Geraldton, 6531***

2. Projects must be completed by 31st March 2011.
3. Late applications, or applications not on the form supplied, will not be accepted.
4. Please read these guidelines carefully before submitting an application. We suggest that you contact the Coastal Project Officer prior to submitting an application on 08 9956 6190 or email: cpo@nacc.com.au.

WHO CAN APPLY?

1. Land Managers with coastal zone management responsibilities (eg Local Government Authorities; State Government Departments; Aboriginal Land Councils or and land owners).
2. Community Groups (local ratepayers association, Coastcare group, Friends of... group, non-government organisation, not-for-profit organisation or any other local issues-based community-orientated group, incorporated, not-for-profit group or organisation). Community groups applying must be incorporated and registered for GST, and demonstrate the ability to assume reporting and financial responsibility for the project. Community groups that don't have the capacity to assume reporting and financial responsibility must identify a sponsoring organisation to administer the contract and funding, such as a local government or NRM body.

OBJECTIVES

Your project will need to address one or more of the following objectives:

- a) Contribute to the implementation of recognised existing local and regional coastal plans and strategies.
- b) Increase community engagement, knowledge and skills in coastal rehabilitation, restoration and conservation projects.
- c) Assist in the protection and maintenance of environmental values, aesthetic qualities and biodiversity in the coastal zone.
- d) Improve existing public access to the coast.
- e) Demonstrate long-term benefits for the coastal environment.

Some examples of potential activities include:

- *Weed control and revegetation works*

- *Improving beach access*
- *Undertaking a coastal education related event*
- *Construction and installation of a viewing platform or a boardwalk*
- *Interpretative signage*
- *Rehabilitation of blow-outs*

INELIGIBLE ACTIVITIES

NACC Coastal Grants will not fund:

1. Asset purchases such as plant and equipment (i.e. purchase of any one item over \$5,000)
2. General organisational running costs that exceed 5% of the project budget
3. Amenity planting such as local government street landscaping
4. Regional and local coastal planning strategies
5. Research projects
6. Construction or repair of structures for recreational purposes

If you are not sure please contact the Coastal Project Officer on 08 9956 6190 or by email cpo@nacc.com.au.

ASSESSMENT PROCESS

Applications will be assessed by a technical assessment panel. Each submission will be assessed on its merits, including:

- eligibility
- consistency with the above Objectives
- value for money
- ability to complete the project within the given timeframe

All projects will be assessed by Friday 14th May 2010 and applicants be notified by Monday 31st May. Project must be completed by 31st March 2011.

DELIVERING YOUR PROJECT

If your project is successful you will be required to:

1. List the major milestones of the project and the dates for achieving each milestone.

2. Invoice NACC for the project funding requested (instructions for this will be sent to you at the time of notification of your successful application).
3. Meet with NACC representatives when requested to demonstrate progress of your project.

ESTIMATING YOUR PROJECT EXPENSES

Applicants must consider the costs of running the project. The following is a checklist to assist in identifying the most frequent costs:

- Materials for activities that will be used throughout the project.
- Hire fees for venues.
- Hire fees for specific equipment used for project activities.
- Speakers or special guest fees
- Catering costs for special events.
- Insurance - proof of public liability coverage must be provided (please contact your local shire). If insurance needs to be specifically arranged for this project then the cost should be included in the budget.

SITE MAP or PLAN

A simple site plan or concept plan showing the project area and the area/s of proposed activities must be attached to the application form.

BUDGET

All applicants must complete the budget information in the Application Form. The maximum amount for which you can apply is \$10,000.

CALCULATING PROJECT CONTRIBUTORS ('in kind contribution'):

Once the applicant has listed all expenses, they need to consider possible in-kind support. "In kind" contributions are not mandatory but will be received favourably by the grant selection panel. These may include materials, time, and resources that are donated to the project free by either the applicant or some other party. As part of project planning, the applicant may approach companies, schools, community groups and individuals for "in kind" support. For the purposes of this funding application, calculate voluntary labour @ \$30.00 per hour per person.

CHECKLIST

Before you submit your application, make sure you have read the checklist and ticked off each item:

- Have you contacted the Coastal Coordinator to discuss your project?
- Are you preparing your submission on the correct form?
- Are you sure you are eligible?
- Have you read the guidelines?
- Does your project meet at least one of the Coastal Grant Objectives as set out above?
- Have you included all your costs and expenses in your budget, including “in kind” contributions?
- Have you included a site plan or map with your submission?
- Have you checked that “NACC Coastal Funds sought” in the **Project Details** section of the application is the same as Column 3 “Funding sought from NACC” in the **Budget** section?
- Have you checked milestones and dates, and ensured that you can meet these obligations?



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Application Form

APPLICATIONS CLOSE: 5.00 pm on the 7th May 2010.

All applicants are advised to:

- Read the Grant Guidelines before completing the Application Form.
- Ensure that the application is lodged by 5.00pm on 7th May 2010.
- Contact Ashley Robb on (08) 9956 6190 to discuss project proposals or for further information.

1. APPLICANT DETAILS:

Name of Group or Organisation undertaking the project:	
Postal address of the group or organisation undertaking the project:	
Contact person:	
Email address and telephone number of the contact person:	
Is your organisation an incorporated body?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If NO, please provide details of the contact person and organisation responsible for administration of funds:	
Incorporation registration number of the organisation administering the funding: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Australian Business Number (ABN) of the organisation administering the funding: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Please identify your GST Tax status:	<input type="checkbox"/> Registered for GST <input type="checkbox"/> Not Registered for GST
Details of Public Liability Insurance:	

2. PROJECT DETAILS:

Project Title:	
NACC Coastal Grants Funds sought:	\$
Location of the Project (GPS coordinates if known):	
Expected commencement date:	
Expected completion date:	

Project Description:

Please provide a brief description of your proposed project/event/activity including what you plan to do and how this will help achieve the funding Objectives:

Risk Management: Are there any potential risks which may impact on the successful delivery of the project? If so, how do you propose to manage these risks?

Example:

1. Budget – changes in costs. Ensure the quote is valid to the end of the project.
2. Project activities take longer than expected - Develop a schedule that clearly outlines activities and dates.

3. PROJECT MAP/SITE PLAN

Please attach a map or site plan on A4 size paper showing the project area and the area/s of proposed activities.

4. PROJECT BUDGET

Project activities (description of individual activities and/or items)	TOTAL COST of item	Funding sought from NACC	Other funding (Cash)	Source of Other Funding (Cash)	In-Kind Contribution (Cash Equivalent)	Source of In-Kind Contribution	Start Date	Finish Date
<i>Example:</i>								
400m fence @ \$10/m	\$ 4,000	\$ 4,000					1/5/2010	1/7/2010
Tree planting (1000 plants @ \$1.50 each + labour	\$2,400	\$ 1,500			\$900	Coastcare Group and other volunteers 15 people x 2 hrs @ \$30/hr	1/6/2010	10/6/2010
TOTALS								

5. AUTHORISATION

I affirm that all the details supplied in this application and attachments are true and correct to the best of my knowledge and the application form has been submitted with the full knowledge and agreement of the applicant organisation. I acknowledge that I have read the Guidelines and with acquit this funding:

- In accordance with the NACC Coastal Grants Guidelines;
- Within the Northern Agricultural Region boundaries;
- As outlined in this application.

Signature: _____ Name: _____
CHAIRPERSON/PRESIDENT

The land manager acknowledges the proposal and will provide access to the land to undertake the activity should it be funded

Signature: _____ Name: _____
LAND MANAGER

Signature: _____ Name: _____
WITNESS

Date: _____