



COASTAL COMMUNITY GRANTS 2015-16

*Grants of \$1,000 to \$10,000 for the protection and restoration of
the NAR coast*

Grant Guidelines and Application Form



Australian Government

Supporting people to support the natural environment



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

Funding from \$1,000 to \$10,000 (excluding GST) per project is available for on-ground coastal management projects that comply with the grant criteria, as outlined in 'Objectives' below. Grants up to \$1,000 are available through the *Coastal Quick Step Grant Program*, please refer to our website for more details.

These Coastal Community Grants are supported by NACC, funded by the Australian Government through the National Landcare Programme.

NACC is the regional natural resources management body for the Northern Agricultural Region of Western Australia.

TABLE OF CONTENTS

1. GENERAL INFORMATION ABOUT THE GRANTS.....	3
2. WHO CAN APPLY	4
3. OBJECTIVES	4
4. INELIGIBLE ACTIVITIES	5
5. LAND TENURE	5
6. LOCAL PROVENANCE PLANTS	5
7. SITE MAP OR PLAN	6
8. ABORIGINAL HERITAGE AND CONSULTATION	6
9. ASSESSMENT PROCESS.....	6
10. DELIVERING YOUR PROJECT	7
11. ESTIMATING YOUR PROJECT EXPENSES.....	7
12. BUDGET	7
13. CALCULATING YOUR IN-KIND CONTRIBUTION	8
14. PROJECT MAINTENANCE AFTER FUNDING PERIOD.....	8
15. CHECKLIST	9
APPLICATION FORM FOR.....	10
COASTAL COMMUNITY GRANTS PROGRAM.....	10

1. GENERAL INFORMATION ABOUT THE GRANTS

The coast¹ of the Northern Agricultural Region² faces many challenges including sea level rise, increasing recreational and commercial use, population growth and urban development. NACC Coastal Community Grants aim to improve the management and protection of the coastal environment to ensure its ecological values are retained for future generations. The grants provide resources to assist land managers³ and community groups⁴ to undertake on-ground coastal management and adaptation activities, and enhance community skills and knowledge in rehabilitation, restoration and conservation of the coast.

Project applications must be received by **5pm Friday 11 September 2015 WST**.

Applications for funding can be submitted via:

Email to: michael.payne@nacc.com.au

Fax to: (08) 9938 0166

Post to: Coastal & Marine Program Coordinator
Northern Agricultural Catchments Council
PO Box 7168
Geraldton 6531

It is expected that successful applications will be notified by **2 October 2015**. Late applications, unsigned applications or those not on the form supplied will not be accepted.

Projects must be completed by **30 June 2016**.

Please read these guidelines carefully before submitting an application. We suggest that you contact the NACC Coastal & Marine Program Coordinator prior to submitting an application on (08) 9938 0123 or email: michael.payne@nacc.com.au.

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 3 km).

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

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.

2. WHO CAN APPLY

1. Coastal managers

Defined as: land managers with coastal zone management responsibilities.

For example:

- Local government authorities
- State government departments
- Aboriginal land councils

Coastal managers must **submit documented evidence of broad community support** for their project. Projects conducted on private land are not eligible.

2. Community Groups

Defined as:

- Local ratepayers/progress associations
- Coastcare groups
- 'Friends of' groups
- Educational institutions
- Non-government organisations
- Not-for-profit organisations
- Any other local issues-based community-orientated group, incorporated, not for-profit group or organisation

Community groups that are incorporated and registered for GST must undertake reporting and financial responsibility for their project. Community groups that are not incorporated can either allocate an incorporated organisation to manage their funds (e.g. the Local Government Authority) or they can request that NACC manages the funds on their behalf.

3. OBJECTIVES

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

1. Contribute to the implementation of recognised existing local and regional coastal management plans and strategies;
2. Increase community engagement, knowledge and skills in coastal site assessment and planning, rehabilitation, restoration and conservation projects;
3. Assist in the protection and maintenance of environmental values and natural assets in the coastal zone; and
4. Demonstrate long-term benefits to the coastal environment.

Applications can address more than one objective.

Some examples of potential activities may include:

- Localised site assessment and rehabilitation planning
- Weed control and revegetation works
- Formalising beach access
- Undertaking a coastal education-related event
- Construction and installation of a viewing platform or boardwalk that acts to protect coastal biodiversity
- Interpretative signage
- Rehabilitation/prevention of human induced erosion
- Monitoring changes in coastal environments.

4. INELIGIBLE ACTIVITIES

NACC Coastal Community Grants will not fund:

1. Asset purchases such as plant and equipment where the individual item cost is over \$1,000;
2. Administration and project coordination costs including general organisational running costs that exceed 10% of the total project value;
3. Amenity planting such as local government street landscaping;
4. Regional, local coastal planning strategies. (Localised site and rehabilitation planning is encouraged);
5. Projects conducted on private land;
6. Research projects; or
7. Construction or repair of structures for recreational purposes.

Applications received without the necessary signatures of all involved parties will not be eligible for funding because they will be deemed as incomplete.

If you are not sure if your project is eligible please contact the Coastal & Marine Program Coordinator on (08) 9938 0123 or by email to michael.payne@nacc.com.au.

5. LAND TENURE

In this context, land tenure refers to the legal regime that regulates activity on land including who has the authority to enforce regulations. For most coastal land where projects are likely to occur, land tenure will be held either by the Local Government Agency (Shire) or federal government (as Unallocated Crown Land or UCL). It is vital to gain permission from the authority that holds land tenure over your project site. Town Planners at your local shire will be able to supply you with this information. Please note that the signature of the Land Manager is required for this funding application.

6. LOCAL PROVENANCE PLANTS

'Provenance' is a term which describes a genetic stock variation of a geographically defined population of plants. Local provenance plants for revegetation practices means these plants are grown from seed collected from healthy plants growing near to the planting site and in similar environmental conditions. This gives new plants the best chance for survival.

Non-local provenance plants risk disrupting the local gene pool of plant populations by cross-pollinating with local individuals. This may compromise a species' genetic integrity and therefore a population's resilience to local conditions.

By using local provenance plants, your project will help to preserve local area biodiversity. It also means that you will be planting plants from a genetic stock which is already accustomed to living in the specific environmental conditions of your project area and are therefore likely to have higher survival rates.

While not an essential criterion, funding priority will be given to projects that incorporate the use of local provenance plants for revegetation purposes. NACC can provide advice and assistance on sourcing local provenance plants for the current and future revegetation projects.

7. SITE MAP OR PLAN

For projects including on-ground works, a simple colour site plan or concept plan must be attached to the application form which shows:

1. The project area; and
2. The area(s) that proposed activities will take place.

NACC's online mapping portal located on NARvis can be used to produce the site or concept plan. This service also allows you to identify the presence of Registered Aboriginal Sites.

Instructions for creating and printing a site plan using GIS software can be found online at <http://narvis.com.au/grants/create-a-map/>.

8. ABORIGINAL HERITAGE AND CONSULTATION

The Aboriginal people of Australia have been here for more than 40 000 years. In that time they have established many culturally-significant sites that are important for conserving different aspects of physical, biological and social landscapes. Their heritage includes beliefs and spiritual associations with specific areas of land and water and material artefacts, sites and areas of significance. It is therefore paramount that Aboriginal heritage is considered for all projects.

Traditional Owners are custodians to a significant amount of ecological knowledge that has high value for coastal management issues. NACC aims to sustain the relationship that Aboriginal People have with 'country' and encourages all applicants to include Aboriginal people in project design and development.

Instructions on how to determine if your project may impact a Registered Aboriginal Heritage Site can be found online at NARvis, <http://narvis.com.au/grants/create-a-map/>. If your site does intersect with a registered site(s), please include details of these sites with this application. NACC staff will assist with Aboriginal consultation if required.

9. ASSESSMENT PROCESS

Applications will be assessed by a technical assessment panel. Each submission will be assessed on its merits and in consideration of the following:

1. Consistency with the above Objectives;
2. Signature of the land manager;
3. Project delivers value for money, including in-kind contributions;
4. Submitted site plan showing on-ground works (where applicable);
5. Submitted details of any registered Aboriginal Heritage Sites potentially impacted by the project (where applicable);
6. Demonstrated capacity to deliver the outlined works to a high standard;
7. Demonstrated ability to complete the project by 30 June 2016.

10. DELIVERING YOUR PROJECT

Successful applicants will be required to:

1. Invoice NACC for the full amount of the project funding requested upon signing of the NACC agreement. Invoicing instructions will be sent to you at the time of notification of your successful application;
2. Contribute to Aboriginal consultation processes in collaboration with NACC if required;
3. Meet with NACC representatives to demonstrate progress of your project when requested; and
4. Submit a short one page report and final online map, including supporting material including photos. Instructions will be distributed to successful recipients closer to the reporting period.

Coastal Restoration Area signs are available to highlight and celebrate your conservation works. Please let NACC staff know if you would like one of these signs installed at your project site.

11. ESTIMATING YOUR PROJECT EXPENSES

Applicants must outline the costs of running the project and provide written quotes for individual items (including services) where the TOTAL cost is above \$5,000. The following is a checklist to assist you 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 to complete project activities
- Catering costs for special events
- Contractor fees
- Insurance - proof of public liability coverage to \$10 million needs to 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

12. BUDGET

All applicants must complete the budget information in the Application Form. The maximum amount for which you can apply is \$10,000 (plus GST). It is recommended to break down each project activity by describing:

1. What will be done;
2. When it will be done;
3. How it will be done; and
4. By whom it will be done.

Costs are capped at \$4.00/plant for plants sourced from nurseries including local provenance stock.

Incorporated groups can apply for project administration costs of up to 10% of the total project value. Where NACC is providing administrative support, this does not apply.

13. CALCULATING YOUR IN-KIND CONTRIBUTION

Once all of the project expenses have been listed, possible in-kind support can then be considered. 'In-kind' contributions are not mandatory but will be viewed favourably by the grant assessment 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, please calculate voluntary labour at \$30.00 per hour per adult.

14. PROJECT MAINTENANCE AFTER FUNDING PERIOD

Some projects may not require maintenance beyond the funding period, such as educational walks and talks. However, others may incur ongoing maintenance such as revegetation works and new infrastructure and equipment.

During the planning stage it is wise to consider what maintenance your project will require beyond the funding period, who will maintain any upkeep, what costs may be incurred and who will pay for these costs.



15. CHECKLIST

Before you submit your application, please ensure you have read the following checklist and ticked off each item:

- Have you completed **all** sections of the Application form below?
- Are you sure you are eligible?
- Have you read these guidelines thoroughly?
- Does your project meet at least one of the Coastal Grant Objectives as set out in these guidelines above?
- Have you included all your costs and expenses in your budget, including 'in-kind' contributions, and provided written quotes for items where the total cost is over \$5,000?
- If undertaking on-ground site works, have you checked the tenure of the land you wish to work on? For assistance, contact your local Shire.
- If applicable, have you included a colour site plan and area map with your submission?
- If applicable, have you included site numbers of any Registered Aboriginal Heritage Sites potentially affected by the project?
- Have you checked that 'NACC Coastal Funds sought' in *Section 2 Project Details* of the application is the same as Column 3 'Funding sought from NACC' in *Section 4. Project Budget*?
- Under Risk Management, have you considered the vulnerability of your project to risks such as severe weather events and coastal erosion?
- Has the application form been signed by the applicant and the local land manager?
- Have you discussed the project with the NACC Coastal & Marine Program staff?



APPLICATION FORM FOR COASTAL COMMUNITY GRANTS PROGRAM



Australian Government

APPLICATIONS CLOSE: 5.00 pm WST on Friday 11 September 2015.

All applicants are advised to:

- Read the Grant Guidelines before completing the Application Form.
- Ensure that the application is lodged by 5.00pm on Friday 11 September 2015 by email, fax or post.

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?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, please provide either details of the contact person and organisation responsible for administration of funds, including postal address and phone number, or indicate here if you would NACC to administer your funds.	

Incorporation registration number of the organisation administering the funding:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Australian Business Number (ABN) of the organisation administering the funding:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please identify the GST status of the organisation administering the funding:

- Registered for GST
 Not Registered for GST

Details of Public Liability Insurance for the organisation administering the funding:

2. PROJECT DETAILS:

Project Title:	
NACC Coastal Community Grants funds sought (excluding GST):	\$
Location of the project:	
What is the land tenure of the project location:	
Expected commencement date:	
Expected completion date:	

Project Description

Please provide a brief description of your proposed project including what you aim to do and how this will help achieve the funding objectives.

Grant Objectives

Please list the Objectives (as outlined in Section 3 of these Guidelines) that your project addresses.

Previous Achievements

Please list previous achievements by the applicants towards meeting any of the objectives listed in Section 3.

On-ground Activities

If your project includes on-ground activities, please indicate whether it overlaps with a Registered Aboriginal Heritage Site (please refer to the Guidelines for further details). If yes, please provide the number of affected site(s).

If your project includes planting, please indicate if you intend to use local provenance plants and their source. If not, please outline the barriers preventing you from using local provenance plants.

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. Vulnerability of project activities and outcomes to severe storm events. What considerations have been made?*
- 4. Other risks such as rabbit damage to revegetation works.*

Long term project maintenance

Will your project require further maintenance after the funding period? If so, please provide a brief description of what maintenance will be required and by whom.

4. PROJECT BUDGET

Project activities (description of individual activities and/or items)	TOTAL COST of item (excluding GST)	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>								
<i>400m fence @ \$10/m</i>	<i>\$ 4,000</i>	<i>\$ 4,000</i>					<i>1/4/2014</i>	<i>1/5/2014</i>
<i>Tree planting (1000 plants @ \$1.50 each + labour</i>	<i>\$ 2,400</i>	<i>\$ 1,500</i>			<i>\$900</i>	<i>Coastcare Group and other volunteers 15people x 2 hrs @ \$30/hr</i>	<i>1/6/2014</i>	<i>10/6/2014</i>
<i>Administration and project coordination costs (up to 10% of requested grant funds)</i>								
TOTALS								

5. AUTHORISATION - TO BE COMPLETED BY THE ADMINISTRATOR AND LAND MANAGER

I affirm, on behalf of, _____ that any funds provided by Round 7 of the NACC Coastal Community Grants 2015-16 will be expended:

- 1. In accordance with Round 7 of the NACC Coastal Community Grants Guidelines;
- 2. Within the Northern Agricultural Region boundaries;
- 3. As outlined in this application and;

I affirm that all 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.

Signature: _____ Printed name: _____

CHAIRPERSON/PRESIDENT

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

Land Manager: _____ Signature: _____ Printed name: _____

LAND MANAGER

Signature: _____ Printed name: _____

WITNESS

Date: _____