



# BIODIVERSITY COMMUNITY GRANTS 2018-19

*For the protection and restoration of the Northern Agricultural Region's threatened flora and fauna.*

Grant Guidelines and Application Form



**National  
Landcare  
Program**



**Catalysing Community Conservation**



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

Funding up to \$5,000 (excluding GST) per project is available for projects that comply with the grant criteria as outlined in 'Objectives' below.

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

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

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## 1. GENERAL INFORMATION ABOUT THE GRANTS

The Northern Agricultural Region<sup>1</sup> faces many threats and challenges including climate change, fragmentation of habitat, feral animals and invasive plants. NACC's Biodiversity Community Grants aim to improve the management and protection of the regions threatened flora and fauna to ensure its ecological values are retained for future generations. The grants provide resources to assist land managers<sup>2</sup> and community groups<sup>3</sup> to undertake on-ground land management and adaptation activities, and enhance community skills and knowledge in rehabilitation, restoration and conservation of the region's flora and fauna.

Project applications must be received by **5pm Monday, 5 November 2018 WST**.

Applications for funding can be submitted via:

Email: [jessica.stingemore@nacc.com.au](mailto:jessica.stingemore@nacc.com.au)  
Fax: (08) 9938 0100  
Post: Northern Agricultural Catchments Council  
PO Box 7168  
Geraldton WA 6531

It is expected that successful applications will be notified in November 2018. Late applications, unsigned applications or applications not on the form supplied will not be accepted.

Projects must be completed by **30 November 2019**.

Please read these guidelines carefully before submitting an application. We suggest that you contact the NACC Biodiversity Program Coordinator prior to submitting an application on 9938 0100 or email: [jessica.stingemore@nacc.com.au](mailto:jessica.stingemore@nacc.com.au)

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<sup>1</sup> Northern Agricultural Region (NAR): The NAR covers 7.5 million hectares of WA, stretching across valuable agricultural land and environmental sites. The NAR runs from Gingin in the South to Kalbarri in the north, east to Mullewa, Perenjori and Kalannie, down the 'clearing line' that delineates farming from pastoral land.

<sup>2</sup> Land manager is defined as: a local government council; a State government department and Aboriginal Land Council with responsibilities for land management and land owners.

<sup>3</sup> Community group is defined as: local ratepayers association, '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. Land managers

Defined as: land managers with land management responsibilities. For example:

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

### 2. Community Groups

Defined as:

- Local ratepayers/progress associations
- '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 National Threatened Species Strategy key action areas

- Creating safe havens
- Improving habitat
- Intervening in emergencies
- Tackling feral cats
- Island safe havens

See <http://www.environment.gov.au/biodiversity/threatened/publications/threatened-species-strategy> for more detail about each of these key action areas.

**Priority will be given to applications which will result in positive outcomes for Threatened Species and Threatened Ecological Communities listed under the *Environment Protection and Biodiversity Conservation Act 1999* or *Wildlife Conservation Act 1950*.**

Some examples of potential activities may include:

- Communication material;
- Community/stakeholder engagement;
- Controlling pest animals;
- Fauna surveys;

- Flora surveys;
- Habitat augmentation;
- Managing fire regimes;
- Protecting habitat by controlling access;
- Removing weeds; and
- Revegetating habitat;

## 4. INELIGIBLE ACTIVITIES

NACC Biodiversity 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 grant value;
3. Amenity planting such as local government street landscaping;
4. Regional and local planning strategies. Localised site and rehabilitation planning is encouraged;
6. Research projects; or
7. Construction or repair of structures for recreational purposes (Structures which protect threatened species and/or habitats from recreational zones, such as fencing, diversion boardwalks, paths or trails, subject to compliance of Local government regulations, may be eligible).

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 Biodiversity Program Coordinator on (08) 9938 0100 or by email to [jessica.stingemore@nacc.com.au](mailto:jessica.stingemore@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 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). Department of Lands has authority over UCL and should be contacted as early as possible in your project development as proposals can take a considerable length of time to be processed. 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 50,000 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 biodiversity-related 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/>. Alternatively you can use the Aboriginal Heritage Inquiry System located at <http://maps.dia.wa.gov.au/AHIS2>. 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. Obtained and submitted written approval 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 ability to complete the project by 30 November 2019;
7. Demonstrated capacity that project will result in positive outcomes for Threatened Species and Threatened Ecological Communities listed under the *Environment Protection and Biodiversity Conservation Act 1999* or *Wildlife Conservation Act 1950*.

## 10. DELIVERING YOUR PROJECT

Successful applicants will be required to:

1. Invoice NACC for fifty percent of the project funding requested upon signing of the NACC agreement and the remaining fifty percent on the completion of the project. 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 one page report and final map online, including supporting material including photos. Instructions will be distributed to successful proponents closer to the reporting period.

## 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. If registered for GST the maximum amount for which you can apply is \$5,000 (exclusive of GST). Complete Project Budget **4a**) ONLY.

If NOT registered for GST the maximum amount for which you can apply is \$5,000 (inclusive of GST). You must include GST in your budget figures where it applies. Complete Project Budget **4b**) ONLY.

All applicants must complete the budget information in the Application Form. The maximum amount for which you can apply is \$5,000 (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;
4. By whom it will be done, and
5. The proposed outcomes.

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 grant 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 Biodiversity Grant Objectives as set out in these guidelines above?
- If applicable, have you included details of any Registered Aboriginal Heritage Sites potentially affected by the project?
- 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? NACC recommends you contact your local Shire for land tenure conditions and works permit applications.
- If applicable, have you included a colour site plan and area map with your submission?
- Have you checked that 'NACC Biodiversity Community 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*?
- Have you considered the vulnerability of your project to risks such as severe weather events?
- Has the application form been signed by the applicant and the local land manager?
- Have you discussed the project with a member of NACC's Biodiversity team or your local NRM Officer?



## 2. PROJECT DETAILS:

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

**Project Description**

**Please provide a brief description of your proposed project including what you aim to do.**

**Grant Objectives**

**Please list the Objectives as outlined in Section 3 of these Guidelines, to which your project meets.**

### **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 may be required and by whom.**

**4a) PROJECT BUDGET (if registered for GST)**

<b>Project activities</b> (description of individual activities and/or items)	<b>TOTAL COST of item</b> (excluding GST)	<b>Funding sought from NACC</b>	<b>Other funding (Cash)</b>	<b>Source of Other Funding (Cash)</b>	<b>In-Kind Contribution (Cash Equivalent)</b>	<b>Source of In-Kind Contribution</b>	<b>Start Date</b>	<b>Finish Date</b>
<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) E.g. Advertisement in local paper for planting event, printing, phone calls</i>								
<b>TOTALS</b> <b>Max \$5,000 + GST</b>								

**4b) PROJECT BUDGET (if NOT registered for GST)**

Project activities (description of individual activities and/or items)	TOTAL COST of item (including 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>								
400m fence @ \$10/m	\$ 4,400	\$ 4,400					1/4/2014	1/5/2014
Tree planting (1000 plants @ \$1.50 each + labour	\$ 2,400	\$ 1,650			\$900	Coastcare Group and other volunteers 15people x 2 hrs @ \$30/hr	1/6/2014	10/6/2014
Administration and project coordination costs (up to 10% of requested grant funds) E.g. Advertisement in local paper for planting event, printing, phone calls								
<b>TOTALS</b> <b>Max \$5,000 inc GST</b>								

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

I affirm, on behalf of, \_\_\_\_\_ that any funds provided by Round 4 of the NACC Biodiversity Community Grants 2018-19 will be expended:

- 1. In accordance with Round 4 of the NACC Biodiversity 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: \_\_\_\_\_