

THREATENED SPECIES NETWORK COMMUNITY GRANTS Guide to Completing an Application Round 11 – 2008

This document is intended as a question-by-question guide to help you complete an application for funding under the Threatened Species Network (TSN) Community Grants Program.

Each of the points on the following pages corresponds to the question of the same number on the application form. Please read the comments and instructions relating to each question on the application form, as these will help you provide the information we need for our records and for the Assessment Panels to assess your application.

IMPORTANT:

You must contact the TSN Coordinator for your region to discuss your project prior to submitting your application. Applicants who fail to do so will not be considered for funding.

Not only can your Coordinator give you assistance with the mechanics of completing the application form; he/she can also provide valuable advice and guidance on the nature of work you propose to undertake and how this meets the objectives and criteria of the TSN Community Grants Program. A list of all TSN Coordinators can be found in Appendix A of the Grants Program Guidelines.

Closing date for applications is 5 pm Friday 30 May 2008.

Address to lodge applications:

TSN Community Grants
WWF-Australia
GPO Box 528
Sydney NSW 2001

Late or incomplete applications will not be accepted.

IMPORTANT

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| <ul style="list-style-type: none"> ▪ DO read the Program Guidelines ▪ DO contact your TSN Coordinator ▪ DO mail original signed versions of your project application. Electronic (e-mail) or faxed submissions will not be accepted as an original ▪ DO provide an additional copy by email to tsngrants@wwf.org.au. ▪ DO limit your supporting material to 8 pages ▪ DO use A4 size pages only | <ul style="list-style-type: none"> ▪ DON'T submit colour text, graphics of maps – these will not be copied ▪ DON'T bind or staple your application – use paperclips if necessary |
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Question number	How to complete your answer
1. Project Title	The name by which you would like this project to be known. Preferably should include the location. Should not be more than 8 words.
2a – 2c. Contact details	This question requires details of the organisation which will be overseeing the project. Also provide the name and contact details of the person who will be responsible for the day-to-day running of the project and who we can contact should we have any questions.
2d – 2i. Applicant organisation information	<p>Please refer to the Program Guidelines (Page 4) to establish if your organisation is eligible to apply. If your organisation is an <u>incorporated</u> body, you must include your Australian Company Number (ACN). Please also include your Australian Business Number (ABN), if relevant.</p> <p>If your organisation is incorporated, you will <u>not</u> need to complete Q3.</p> <p>We need to know if your organisation is registered for GST, however your GST status will not affect how you complete the budget section (Q10) of the application.</p> <p>You must have public liability insurance to the value of not less than \$10,000,000. If Q2g is not answered, your application will not be assessed for funding.</p> <p>You need to also be aware that if your organisation employs staff it must maintain Workers Compensation and if your organisation engages volunteers it is strongly advised your organisation maintains adequate personal accident and volunteer-worker cover.</p>

<p>2j. TSN Coordinator</p>	<p>You will need to tell us the name of the TSN coordinator with whom you have discussed your project. Applicants who do not discuss their project with their regional TSN Coordinator will not be assessed for funding. The contact details of all TSN staff are included in Appendix A of the Program Guidelines.</p>
<p>3. Unincorporated Applicant Groups <i>Do not complete if you have an ACN number</i></p>	<p>As outlined in the Program Guidelines (<i>Page 4, Who can apply for a TSN Community Grant?</i>), applications will be accepted from unincorporated groups where an incorporated group such as a local government group or state government agency is prepared to administer the funds on your behalf.</p> <p>If you already have an ACN you should not complete this question.</p> <p>If you do <u>not</u> have an ACN, please provide the name and contact details of the organisation or agency which has agreed to financially manage the project, tick the box to show that a supporting letter is attached and attach that confirmation letter to your application.</p>
<p>4. Threatened species and/or ecological community concerned and status (national and state)</p>	<p>Name the threatened species and/or ecological communities that will <u>directly benefit</u> from this project and state whether they are listed as critically endangered/ endangered/ vulnerable etc under the national and state legislation. Provide both the scientific and the common name. Add extra lines to the table as required.</p> <p>Information on the national status of threatened species/ecological communities listed under the <i>Environment Protection and Biodiversity Conservation Act (1999)</i> can be obtained from:</p> <p>www.environment.gov.au/biodiversity/threatened/index.html</p> <p>The TSN Coordinator for your region will also be able to provide this information as well as provide guidance on relevant state information.</p> <p>Project activities must benefit at least one species or ecological community that is listed as threatened under the EPBC Act. In some cases, state listed species and ecological communities that have been nominated but not yet listed as threatened under the EPBC Act may be considered for funding: please note a copy of the nomination must be attached to the application form.</p>
<p>5a. Project Summary</p>	<p>Provide a 50 words or less summary of the project. Include such aspects as why this project is important, its scope etc.</p>

5b. Project objectives and criteria for measuring the success of this project

5b. In 50 words or less, outline what you intend to accomplish in undertaking this project. **These should be the intended outcomes (results) of the project, not a list of project activities.** Listing the objectives in point or bullet format is preferred. Separate your objectives into Species / Ecological Community Conservation Objectives and Community Capacity Building Objectives.

Then list or describe the criteria by which you will determine if you have achieved your objectives and the project has therefore been successful.

Your criteria for judging the success of your project should be tied to your objectives. While the ultimate criteria for success would be an increase in the population of the targeted threatened species, that is an outcome that will be difficult to discern within the 18 month period of the grant. We encourage groups to continue ongoing monitoring of the population to detect any increase or decrease over time, but for the purposes of the grant-funded project, criteria for success should be chosen which can be achieved and measured within the grant period.

Some examples are listed below. For each objective you would usually have more than one performance indicator, one of which should be an ongoing element.

Species / Ecological Community Conservation Objectives	Criteria for Success
To increase the area of suitable habitat for a threatened species	<ul style="list-style-type: none"> • X number of trees planted/surviving • X number of nest boxes erected • X number of nest boxes inhabited by threatened species • X hectares to be protected under a conservation management agreement • Organised ongoing surveys to monitor use of the site by birds & mammals, in particular the threatened species
To improve existing habitat by controlling threatening weeds	<ul style="list-style-type: none"> • X ha of habitat where weeds have been removed • Change in numbers of threatened species recorded using habitat • Site protected under a conservation management agreement • Organised ongoing maintenance of site
Community Capacity Building Objective	Criteria for Success
To increase community awareness of a species, its habitat needs and the threats to its survival	<ul style="list-style-type: none"> • X number of landholders involved • X number of community workshops held with X number of people attending • X number media articles produced during grant project • X volunteers joined the group as a result of the project • X number of on-ground activities initiated

<p>5c. Area of habitat</p>	<p>Tell us the number of hectares that will be, as a result of your project:</p> <ul style="list-style-type: none"> • surveyed and/or monitored • total area to be better conserved, managed or protected • area(s) to be weeded, revegetated, managed for fire or baited • placed under a covenant or management agreement <p>Also tell us the length of riverbank or riverbed to be rehabilitated (if applicable) and the length of fencing to be erected as part of the project (in kilometres).</p> <p>Note: Your project activities may not necessarily include all of the above actions – only detail the area of activities that relate to your project.</p>
<p>6. Proposed project activities</p>	<p>Tick any boxes that correspond to the types of activity that your project encompasses and/or provide your own description.</p>
<p>7. Detailed project description</p>	<p>One page is provided for you to describe your project in more detail. Include such information as background for the project and why your project activities are important, as well as descriptive information about what will be done during the project, promotional activities etc.</p> <p>Note: Please limit your description to one page maximum.</p>
<p>8a. Coordination and links</p>	<p>To be considered for funding, your proposal should help implement recommended high priority activities for the targeted species or ecological community. Tick any/all of the types of plans or policies listed which your proposal meets or supports in some way.</p> <p>If assistance is needed, your regional TSN coordinator can help to identify plans which might be relevant to your region or project species/community.</p>
<p>8b. Contributions to plans/policies</p>	<p>List the plans and/or policies that your project will contribute to and for each one outline what contribution your project will make to their implementation.</p>
<p>9a. Long term conservation outcomes</p>	<p>In 50 words or less, describe how this project will lead to long term conservation outcomes extending beyond the 18 month period of this grant.</p>
<p>9b. Long term community involvement</p>	<p>In 50 words or less, provide a description of the project's ability to encourage the local community to assume responsibility for the ongoing management of the threatened species and/or ecological community.</p>

10a. Project Activity Schedule

(See attached Sample at the end of this Guide)

This template should be used to provide a detailed outline of the activities to be undertaken during the project. Please refer to the sample attached at the end of this document to give you an idea of the kind of information which should be included in the table. If filled out correctly, this table can be a useful tool to refer to when implementing and monitoring the progress of your project.

Extra rows can be added as necessary.

Column A: This column should be used to plan the timing of each of your activities. List activities as sequentially as possible, starting with the first activity you will undertake.

Column B: Break your project down into its elements and then list the activities within each element eg. preparation of plans, construction of fencing, weeding, promotion to community etc. You may find it easiest to relate the elements and activities to the objectives you have outlined for the project.

Column C: Identify which category of tenure applies for any site based activity. Categories are: private land; national park; state reserve; other conservation reserve; local council land; leasehold land; roadside, railway or stock route. If none of these are relevant for the site in this activity then provide your own description.

Column D: Indicate who manages the site. You will also need to provide contact details for this person in Question 11c.

Column E: If your organisation does not own or manage the project site(s) then permission from the landholder or land manager to access and work on the site(s) is required. Indicate here whether permission has already been obtained and attach letter(s) of approval to the application. (A pro forma letter is supplied in Appendix B to Application Form.)

Column F: Indicate with YES or NO if the landowner or manager is prepared to enter into a conservation management agreement or, if they have already done so, state the nature of their existing agreement.

Column G: Provide the area (in hectares) that this site activity encompasses. If the activity is fencing, detail the length of the fencing in kilometres.

Column H: Identify who will be carrying out this activity. This may be the applicant group itself, a partner group or perhaps both. It may also be a 3rd party such as a contractor or other expert individual or group.

Column I: This final column requires you to indicate the \$ value of this activity and whether this will be funded from the TSN Grant funds sought or from proponent/partner contributions.

Note: the total value at the bottom of Column I of this table should equal the grand total at the bottom of the budget table (grant funds + applicant's contributions + partners' contributions).

Note: All figures should be inclusive of GST, whether your group is registered for GST or not.

<p>10b. Other funding</p>	<p>Provide details of any other organisations that you have applied to for funding or have already received funding from to conduct this project. Please indicate the funding source, how much was applied for and whether the application has been approved or rejected or is still to be decided. Please note your application will not be penalised if you have also applied for alternative funding; although you cannot accept multiple sources of funds for the same activities.</p>
<p>10c. Budget</p>	<p>A well-planned budget is essential to the success of any project. You need to have a detailed picture of all costs and all sources of income for your project by the time you put together your application. This may involve obtaining quotes from various contractors or suppliers, so make sure you leave plenty of time for this section. Also take extra care to ensure that all the columns and rows in the budget table add up.</p> <p>Note: <u>DO NOT CHANGE THE FORMAT OF THE TABLE PROVIDED</u></p> <ul style="list-style-type: none"> • Budget details should be shown according to whether particular funding is to come from the applicant group, a partner’s contribution or from the funds sought through the TSN Grants. • All figures should be shown inclusive of GST, whether your group is registered for GST or not. • The funding you seek from the TSN Grants Program should not be greater than the combined value of the proponent’s and partner’s contributions. • Divide your budgeting between the main categories of <ul style="list-style-type: none"> (a) employment and administration and (b) operating costs. • Please ensure that your row and column totals balance and that the Grand Total is the same as the total calculated for column I of Q10a ‘Project Activity Schedule’. • Refer to section 4.4 of the Program Guidelines ‘Project components on which there are funding limits or conditions’ to check specific rates for budget items such as fencing, value of volunteer labour, etc. • The TSN Coordinator for your region will also be able to assist you in the completion of your budget table.
<p>10d. Budget justification</p>	<p>Use this space to provide any additional information on project components on which there are funding limits or conditions as per section 4.4 of Program Guidelines.</p>

<p>11. Partners, supporting organisations & landowners</p>	<p>Provide details of any key organisations supporting your project and attach letters of support. Additional lines can be added as needed.</p> <p>If you have indicated that landowner/land manager permission is required you should provide contact details. If permission is required from more than one landowner/ manager, please provide details for all. Letters of approval from all landholders must be attached to the application.</p> <p>Note: ALL letters of support and approval must be attached to the application at the time of submission. Allow yourself plenty of time between writing and submitting your application to obtain these letters.</p>
<p>12. Location of project activities</p>	<p>Indicate the state/territory and the Natural Resource Management (NRM) region in which the project activities will take place, and the name of the nearest town to the project site. The Australian Government NRM Facilitator or the TSN Coordinator for your region can tell you in which NRM Region your project is located.</p> <p>Give coordinates of the project site in latitude and longitude (decimal degrees only). This is required information. If the project has multiple sites please give coordinates of a point roughly central to all sites or of the nearest town. Coordinates can be obtained using a GPS unit onsite, or use the name of the nearest landmark (town, mountain, dam, forest, etc) and use the Geoscience Australia website to find the coordinates: www.ga.gov.au/map/names/</p> <p>Note:</p> <p>1. Remember to attach a map or a copy of the site plan to your application. (A4 size only. Do not provide colour maps or graphics or use highlighters as these will not photocopy. Hand drawn “mud maps” are fine.)</p> <p>2. It can also be helpful to our Assessment Panels if you are able to provide maps that show the project in relation to the surrounding region (eg other vegetation or watercourses).</p>
<p>13. Project Approvals and/or Licences</p>	<p>The applicant is responsible for obtaining all necessary approvals, licenses and permits. Although licenses are not required at the application submission stage, an indication from State government staff that licenses (or any other permits) are <i>likely</i> to be granted should be included in the application. Licenses may include permission to trap or collect fauna and flora, translocating species, working in an endangered ecological community or other similar activities which may impact upon a species or community.</p>
<p>14. Timeframe</p>	<p>Use the provided spaces to tell us your planned dates to start and finish the project. Projects must be undertaken between October 2008 and April 2010.</p>

15. Signs	WWF Australia will provide 2 metal signs which are required to be installed at or on the project site for a period of 4 years as acknowledgment of the support of WWF-Australia and the Australian Government. If there are reasons why it would not be appropriate to display the signs as required (eg sensitive site, vandalism, multiple sites etc) you should use this space to tell us why.
16. Additional information	Please tell us how you heard about the TSN Community Grants. Also provide details of any previously successful NHT funding applications.
17. Authorisations	We require that two office-bearers from the applicant group sign and authorise the application. Original signatures are necessary so we cannot accept e-mail or fax submission of the application. (However please do send an additional email copy of your application for our records.)
Appendix A: Support letter from partner organisation	Use this template letter to detail what your partners have agreed to give to the project in terms of financial and/or in-kind support. Letters of support from all partners and supporting organisations must be attached to the application at the time of submission.
Appendix B: approval letter from landholder	Use this template letter to detail the activities that the landholder(s) have agreed to being carried out on their property in the course of the project. The only time when such a letter would not be required is if the proponent is also the landholder. Letters of approval from all landholders must be attached to the application at the time of submission.
Appendix C: Checklist	Use this list to check if you have correctly completed the application form and attached all required letters, a map, and supplied all required information.

Sample Project Activity Schedule and Budget Table

We have provided a sample of the Project Activity Schedule and Budget table here to give you an idea of how to fill in this part of the application form.

This imaginary project will rehabilitate a corridor of private land to extend habitat for a threatened bird species. The land adjoins a reserve where the bird is known to occur, and will link the reserve to another remnant of native vegetation. Stock has already been excluded from the corridor, which the group plans to weed and replant with locally indigenous species. They will also erect an interpretive sign to raise awareness about the species, its habitat needs and the threats to its survival. The group will conduct two point-search bird surveys in the area to be rehabilitated before any works are undertaken to obtain baseline data on birds using the area, and two more at the end of the project after the plants have had some time to grow. The Project Coordinator has estimated that she will spend approximately 40 hours on coordinating and organising the project works during the grant period.

When the grant period is over, the site will be maintained as required by the Friends Society and the landholder. Monitoring will be continued at least twice yearly for a period of five years and any information about the threatened bird species making use of the new habitat will be passed on to the Recovery Team.

Note how every item in the Project Activity Schedule has a corresponding item in the Budget table. Also note how the Total Value on the Activity Schedule equals the Grand Total at the bottom right of the Budget table.

Refer to the Program Guidelines to check specific rates for budget items such as fencing, value of volunteer labour, etc. The TSN Coordinator for your region will also be able to assist you in the completion of your budget table.

Note: All figures should be inclusive of GST, whether your group is registered for GST or not.

10a. Project Activity Schedule (NOTE: figures should be GST inclusive)

A Timing of each activity: Start date (month/year) and finish date (month/year)	B Activity proposed for each element/objective of the project. Eg weed control, fencing, survey etc	C Site tenure	D Who manages the land? (Provide contact details at Q11c.)	E Landowner/manager or other permission been obtained to access land? YES/NO	F Has landowner/land manager agreed to manage for conservation? YES/NO	G Site area of this activity. (Hectares) (Detail length of any fencing to be erected in metres)	H Who will carry out this activity? eg. State whether this will be the applicant, a partner group, both, or other (eg paid contractor).	I Detail the \$ value of this activity and who will provide the funds Eg <u>Grant</u> , or <u>Applicant</u> or <u>Partner</u> Total for this column must match budget Grand Total at Item 10c.
Jan 2008 – March 2009	Project coordination & administration costs	N/A	N/A	N/A	N/A	N/A	Project coordinator	\$1400 TSN Grant (40hr @ \$35/hr) \$600 TSN grant (copying, printing, phone, accountancy advice)
4 days in March 2008	Weed removal (pulling & spraying)	Private land	JB Brown	Yes	Yes – Conservation Management Agreement	5	Landholder & members of the Friends Society (30 volunteers total)	\$250 TSN grant (chemicals) \$960 CMA in-kind (equipment hire) \$19200 Friends Society (30 people for 4 x 8hr days @ \$20/hr)
2 days in April 2008	Planting 2000 local provenance seedlings	Private land	JB Brown	Yes	Yes	5	Landholder and members of the Friends Society (30 volunteers total)	\$5880 TSN Grant (2000 each of seedlings @ \$1.80, tree guards @ 60c, stakes @ 30c and 24 bales of weed-free hay mulch @ \$20 ea) \$9600 Friends Society (30 volunteers for 2x 8hr days at \$20/hr)
To be erected April 2008	Interpretive sign	State reserve	State	Yes	Yes	n/a	Catchment Management Authority	\$700

1st in Jan 2008 2 nd in March 2009	4 bird surveys (2 before weed removal & revegetation work and 2 at end of project)	Private land	JB Brown	Yes	Yes	5	Local university will coordinate; Friends group volunteers to supply labour	\$800 University (survey coordinator – 4 x 8hr surveys @ \$25/hr) \$1920 Friends Society (3 volunteers for 4 x 8hr surveys @ \$20/hr)	
						Total Area	5 ha	Total value	\$41310

10c. Budget – GST Inclusive (Please DO NOT vary this format)

	A \$	B \$	C \$	A+B+C
Expenditure item (detail costs)	Applicant's contribution	Partners contributions	Grant funds sought	TOTAL
1. Project coordination/ management			\$1400 (40hr at \$35/h)	\$1400
2. Other salaries/labour (inc. volunteer hours, contractors)	\$19200 (vol labour weeding \$9600 (vol labour planting) \$1920 (vol labour surveys)	\$800 survey coordination (University)		\$31520
3. Expert advice				
4. Administration (inc. audit, accounting, office costs etc)			\$600 (copying, printing, phone, accountancy advice)	\$600
Sub-total 1 (lines 1-4): labour & administration	\$30720	\$800	\$2000	\$33520
5. Equipment purchase (grant funds available for items <\$300 each) *				
6. Equipment hire		\$960 sprayers, post hole borer. (CMA)		\$960
7. Fencing materials *				
8. Chemicals			\$250 Chemicals for weed control	\$250
9. Other materials & contractors *			\$5880 plants, tree guards, stakes & mulch	\$5880
10. Travel costs *				
11. Communication costs (inc production of signs, interpretive materials etc)		\$700 interpretive sign (CMA)		\$700
12. Other (please specify)				
Sub-total 2 (lines 5-13): operating costs	\$0	\$1660	\$6130	\$7790
Grand Total (Sub-total 1+2):	\$30720	\$2460	\$8130	\$41310