Protecting our Places Program 2017

Guidelines for completing your application 2017

Closing Date: 3pm Monday, 4 September 2017

Image source: Yarrawarra Lowland Rainforest Restoration at Sherwood Nature Reserve
Protecting Our Places Program 2013

Published by:
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ISBN 978 1 76039 812 5
OEH 2017/0286
June 2017

Before reading this guide

For further information about the Protecting Our Places Program, including eligibility criteria, please refer to the Protecting Our Places program guidelines.

How to use this guide

This guide also known as the 'How to Guide' is designed to provide step by step guidance to help you complete and submit your application to the Protecting Our Places grants program.

The application consists of the following parts:

Part 1
Application Form
PDF Document

Part 2
Supporting Documents
Attachments
Word and PDF Preferred

These documents are available to download from the Trust's website.

The application form

The Invited Application is a PDF smart form. The form is locked and will not expand to accommodate additional text, or allow you to continue typing beyond the bottom of the text box.

Feedback

We appreciate your feedback on the Trust's application process. There are some evaluation questions at the end of Application Form that enables you to provide some feedback, but you can also contact the Trust directly if you wish.

Enquiries or questions

NSW Environmental Trust

Telephone: (02) 8837 6093
Email: info@environmentaltrust.nsw.gov.au

How do you apply?

Step 1

Download and read the Program Guidelines

Step 2

Download the Application Form.
Save and rename the form on your system.
Complete the form using this application guidance.

Step 3

Email your entire application, including:

- Application Form
- Supporting attachments

apply@environmentaltrust.nsw.gov.au

by

3pm Monday, 4 September 2017

Late applications will not be accepted

Important Information for Step 3

- A maximum of 2 applications can be submitted per organisation, of which 1 may be funded.
- Applications must not be larger than 10MB

Step 4

The Trust will acknowledge receipt of your email **within 2 working days**.

Within three weeks of the closing date you should expect to receive a confirmation email with a unique reference number for your Application. This reference number should be used in all correspondence to and from the Trust

Tip for Step 4

If you have not received notification of receipt of your email within 2 working days, it is your responsibility to contact the Trust to ensure that your application has been received.

See Program Guidelines for an overview of the assessment and approval process following submission of your application.

Part 1: Application form

About the application form

The application form is split into 10 sections:

Section A	Registration
Section B	Project summary and justification
Section C	Project planning and methods
Section D	Project delivery
Section E	Indicative project budget
Section F	Organisational background
Section G	Referees
Section H	Authorisation
Section I	Application evaluation
Section J	Application submission

Note

All applicants should use the step by step guidance provided in this guide when completing each section of the Application Form.

Guidance is also provided on what the Technical Review Committee (TRC) will be looking for when they assess applications. The full assessment criteria used by the TRC, and information on how your application will be assessed may be found in the Program Guidelines.

Important information

The answer boxes on the Application form are set in size and will not expand or allow you to type beyond the boundary of the answer box.

Section A: Registration

A1 Applicant organisation's details

Please provide all relevant information about your organisation.

Important

Please ensure that your organisation meets the eligibility criteria before submitting your application.

A2 What is the legal status of your organisation?

Select the relevant tick box to identify the legal status of your organisation. Please select **ONE** box only.

A3 Applicant organisation primary contact

The contact person should be an office holder or employee who is authorised to speak on behalf of the lead organisation. The nominated contact person should be contactable by phone during normal business hours.

A4 Administrator details

Community groups/organisations may nominate another organisation to administer grant funds on their behalf. If the lead applicant is unincorporated, it is essential to have an administrator that is an incorporated not-for-profit organisation (or government entity) to be eligible to apply. Include details of both the administrator organisation and this organisation's primary contact.

Tip

It is still expected that the project will be led and implemented by the applicant - not the administrator or another service provider.

Note Grant Agreements are prepared in the name of the administering body. Grant payments are made payable to the administrator who is responsible for dispersing funds on the grantee's behalf, and the preparation of financial reports.

The Trust recommends that an agreement be reached (preferably in writing) between the grantee and the administrator in relation to project management.

For more information see page 9 of the Program Guidelines.

Section B: Project Description and Justification

B1 Project title

Provide a title for your project in 68 characters or less (includes spaces). If your application is successful, this project name will be used on all grant documentation and for promotional purposes.

Tip

The title should be self-explanatory and where possible, include the location name.

B2 Project description

Your project summary should provide a brief, plain English overview of what you want to do, including the need, objectives, activities and proposed outcomes of your project. Ensure that the summary clearly outlines the environmental outcome sought from the project. The project summary will also be used to promote your project in reports and media, should you be successful in receiving a grant.

B3 Project location. Where will the project take place?

Describe the geographical extent of your project. Provide the name of the site (if it is named), an address and a general description of the location.

Please specify the relevant Local Aboriginal Land Council area, Local Government Area, state electorate and Local Land Service area. This information is required for program reporting purposes. Links are provided to assist you to identify locations relevant to you.

Tip

A4-size location maps and site plans of your project must also be included with your application (see Attachments)

Please provide the coordinates for your project location in decimal degrees. You can find these using a conventional map or visit Google Maps. Find your project location, right click on the map on the project location and in the menu that appears select what's here. The co-ordinates will appear in the search box above the map. Copy these co-ordinates into the latitude and longitude spaces provided in the application form. For example:

Latitude 33.818577 **Longitude** 151.006077

Advise who owns the land where the project will take place, and whether permission has been obtained to conduct works on their land.

B4 Project timeframe

Here you need to give approximate start and finish dates of both your Stage 1: Planning and Stage 2: Implementation activities. Note that:

Stage 1: Planning

- Projects must start between **1 February 2018** and **1 April 2018**.
- Stage 1: Planning activities must be **between 6 and 12 months** in duration.
- At the end of the Stage 1: Planning phase, a progress report must be submitted with required outputs (refer to pages 18 to 19 of the Program Guidelines).

Stage 2: Implementation

- This stage of the project must be **between 18 and 24 months** in duration and divided into at least two periods (usually 12 months in duration).
- A progress report is required at the end of the first period of this stage (i.e. after one year of on-ground works).
- A final report will be required at the end of the project covering the entire duration of the Stage 2: Implementation phase.
- Reporting dates should be at the **end of a month**, for example 30/05/2018.

Criterion 1: Tangible environmental outcome

What is the Technical Review Committee looking for?

Tangible environmental outcomes

- A clear explanation of the environmental issue to be addressed.
- A demonstrated need for the project, and appropriateness of proposed actions.
- The project will make a clear contribution toward the Protecting Our Places objectives.

B5 What is the issue or problem you are addressing?

It is important to clearly describe the environmental issue you are addressing and explain why it is significant for the NSW environment. Use evidence to demonstrate that there is a strong need for action. This issue must directly relate to your project site and cannot be generic like 'climate change'.

Tip

To be successful your project must have tangible environmental benefits, not just cultural benefits.

It is also important to identify why the site and/or issue is important to you community.

B6 How do you know this is an issue or problem?

Briefly describe how you or your community have concluded that the issue/problem exists.

B7 What do you hope to achieve?

This question gives you the opportunity to outline the goal of your project. A goal is the desired result that you plan to achieve. Like an aim, it should focus on the end result, not how you get there. Another way of looking at it is to think about what success would look like. Once you've completed your three-year project, what will you have achieved? What is the change to the issue or problem you identified? (Reference your response to Section C1).

	Definition	Timeframe	Example
Goal	The fundamental, intended long-term change that the project contributes to.	Long term	Improved vegetation condition in the reserve
Outcome	The specific changes achieved through project activities.	Medium term	Bushland reserve protected from cattle within three years
Output	The tangible, concrete results from your activities.	Short term	500m of fence
Activity	Actions you undertake as a part of the project to help deliver the desired outcomes.	Immediate	Build a fence

B8 What studies, reports, assessments or plans exist for the site and/or the environmental issue? Please explain how your project will address them.

List any relevant studies, assessments or plans that exist for your project site and/or the issue you are addressing (e.g. local environment plans, catchment plans, vegetation management plans, plans of management, state of the environment reports, etc.). Please include 'who' produced the document, 'when' it was produced and what section is relevant to your project. You must also explain how your project will address the issues, problems and/or recommendations contained in the reports.

B9 Is this project part of a larger, on-going program?

Please address what is already being done about the issue/problem you are addressing: How does your project fit in with the larger program? How is it different? How will your project build on this work?

B10 Please explain how this environmental issue, or the activities proposed, are not the core business or the legal responsibility of any person or organisation involved in the project.

The Trust will not fund projects that are clearly the core business of local or state government authorities, private landholders or the applicant organisation. Core business can be difficult to define as it varies for different organisations. Please see eligible and ineligible activities on pages 10 to 13 in the Program Guidelines for more information.

Tip

To be successful your project must have tangible environmental benefits, not just cultural benefits.

As a general guideline core business is the key or essential business or legal responsibility of an organisation. The Trust will not fund core business, however, will consider funding works that are related to, yet additional in nature to the organisation's usual work or responsibilities.

Section C: Project planning and methods

Criterion 2: Project activities and outcomes

What is the Technical Review Committee looking for?

Planning and methodology around project activities and outcomes

- Project activities are clearly targeted towards achieving the expected outcomes.
- Project displays sound project planning and methodology.
- Project demonstrates long term benefits beyond the life of the grant.

C1. Indicative project implementation plan

You have already identified your project goal (in Question B7), so this question is designed to help you structure and schedule your project proposal. It includes sections for you to outline your proposed project outcomes, the activities planned to achieve those outcomes, and a basic timeline on when those activities will happen. Once completed you will have an indicative project implementation plan (PIP).

You have space to include up to three outcomes (in addition to the mandatory first one). You then have space to include four or five activities under each outcome. These activities must directly relate to that specific outcome and assist in its delivery or achievement. To allow you to define how you will roll out your project over the grant period, you can then allocate rough timings for each of these activities. This project schedule is based on quarters (or three month periods) for each year of the project, with your project start date the beginning on Q1 in Year 1.

Once completed, you will have an indicative project implementation plan (PIP), that will form the basis of the full and detailed PIP that you will be required to complete during the Stage 1: Planning phase of the project.

Mandatory outcome and activities

The first outcome in the Application Form is already set and is **mandatory for all projects:**

Outcome 1 By the end of the project our organisation's capacity to successfully manage and deliver projects has improved.

Likewise, there are several activities under this outcome that are pre-set and **mandatory for all projects**. These activities (1.5a – 1.8b) reflect the Trust's desire for applicants to demonstrate their understanding of the importance of appropriate project management and regular internal project review / evaluation, adaptive management and reporting.

What makes a good outcome?

An 'outcome' states the results you hope to achieve by project activities, whereas a 'goal' is usually the broader desired result of achieving multiple outcomes.

Well written outcomes provide important guidance for the implementation and evaluation of an activity. They should:

- ✓ Specify who or what is expected to change;
- ✓ What and how much change or benefit is expected (measured by data);
- ✓ Where change will occur; and
- ✓ When the change will occur.

In addition, outcomes should be direct and to the point, and be written in easy to understand and informal language.

Some examples include:

By the end of the project, the quality of native vegetation in 10ha of River Reserve will have been improved by the reduction of weed cover from 90 per cent to 5 per cent.

By the end of the project, a 100-hectare vegetation corridor linking Home Station with Whoapah National Park planted out with over 50,000 plants and 500 units of coarse woody debris installed as habitat for ground nesting birds.

By the end of December 2018, five hectares of Grey Box woodland across five properties within the Nyngan District will be managed under a traditional land management fire regime.

Are your outcomes achievable?

It is essential that once you have written your outcomes (and the activities that you intend to implement to achieve them), then you consider how successful implementation would look like. How will you know if you've been successful? How will you measure success? Once you have an idea of what success looks like, review the activities you have listed to ensure they will achieve your stated outcomes.

Use this checklist to judge whether your outcome meets the following criteria:

Does your outcome specify:

- ✓ Who or what is expected to change or benefit?
- ✓ What change or benefit is expected? Does it specify how much change or benefit is expected?
- ✓ Where will the change occur?
- ✓ When will the change occur or is a completion date specified?

Is your outcome:

- ✓ Observable and measurable?
- ✓ Achievable/reachable?
- ✓ Important or meaningful?

Important

Your project outcomes must be consistent with the overall objectives of the Protecting our Places program:

- To facilitate the sharing and protection of Cultural knowledge with and between Aboriginal groups, government and public stakeholders, to contribute to the improvement and the management of environmental and cultural resources on country.
- To increase the amoun of culturally significant Aboriginal Land protected, restored, enhanced and managed by local Aboriginal groups, land managers and stakeholders and support connection to country.
- The Protecting our Places program is an appropriate, effective and sustainable mechanism to deliver Government policy, priorities and outcomes.

Example

Below is an example of an indicative project implementation plan (PIP) for your information. It is based on a fictional or made-up project and provides some ideas of potential relevant outcomes, activities and project schedules. Use it as a guide to develop the indicative PIP for your project.

Points to remember

- **Outcome 1** is pre-set and **mandatory** (focussed on project planning and governance). You cannot change the detail of the mandatory activities (1.5a – 1.8b), however, can add other relevant activities in 1.1 to 1.4
- Make sure you schedule your activities in the appropriate stage. **Stage 1** is all about project planning, approvals and preparation. **Stage 2** is for actual on-ground implementation activities. Implementation activities scheduled in Stage 1 **will not be funded**.

Project Start Date:	**1 March 2018**	(Designated as the start of Quarter 1)

Outcome 1:	*By the end of the project our organisation's capacity to successfully manage and deliver projects has improved.*		**Stage 1 Planning**				**Stage 2 Implementation**							
			Year 1				**Year 2**				**Year 3**			
Activity #	**Activity Name**	**Activity Description**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**
1.1	Stakeholder Engagement	Engage relevant stakeholders to participate within the project	X	X			X				X			X
1.2	Project steering committee	Hold project steering committee meetings	X		X		X		X		X		X	X
1.3	Project monitoring and evaluation	Undertake monitoring, including photo points, quadrats and community surveys						X		X		X		X
1.4														
Mandatory Activities (1.5 – 1.8)														
1.5a	Organisational capacity building	Determine skills and capacity building training needs	X											
1.5b	Organisational capacity building	Undertake identified skills and capacity building training		X	X									
1.6a	Project Implementation Plan (PIP)	Finalise PIP for Stage 2: Implementation				X								
1.6b	Stage 2: Project Budget	Finalise your budget for Stage 2: Implementation				X								
1.7a	Annual Project Evaluation	Review your project progress against performance indicators								X				
1.7b	Project Refinement	Determine any changes required in the workplan for the next year's project implementation								X				
1.7c	Annual progress reporting	Write and submit the annual Progress Report to the Trust								X				
1.8a	Final Financial reporting	Organise an independently audited financial statement for the project												X
1.8b	Final reporting	Write and submit the Final Report to the Trust												X

Outcome 2:	*By the end of the project, the quality of native vegetation in 10ha of River Reserve will have been improved by the reduction of weed cover from 90% to 10%*		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
2.1	Site Plan	Develop a site plan for the River Reserve, including monitoring procedures and photo point locations			X									
2.2	Licences / Approvals	Secure licence to work in Endangered Ecological Community			X									
2.3	Fencing	Construct new fencing to protect site					X	X						
2.4	Rehabilitation Works	Run tender process for the provision on bush regeneration services			X	X								
2.5	Rehabilitation Works	Undertake weed control and bush regeneration						X	X	X	X	X	X	

Outcome 3:	*By the end of the project, 200 people will have improved their knowledge and understanding of the cultural importance of River Reserve*		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.1	Archaeological site survey	Undertake archaeological survey of the site			X									
3.2	AHIMS registration	Register the site and any new finds on AHIMS			X									
3.3	Walking track	Construct walking track through River Reserve								X	X			
3.4	Interpretive Signage	Design and install culturally appropriate interpretive signage						X	X			X		
3.5	Community Event	Hold community event day on site to open new track											X	

Outcome 4:	*By the end of the project, three local Aboriginal youths have improved their land management knowledge and skills by completing training and on-site work experience*		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.1	Identification	Identify local youth interested in being involved			X	X								
4.2	Training	Identify and secure training provider			X	X								
4.3	Training	Provide and support training					X	X	X	X				
4.4	On-site Experience	Employ team of 3 young people to work on project and gain on-site land management experience					X	X	X	X	X	X	X	
4.5														

C2 Attach an A4 sized map as Attachment 1 that clearly defines your project location

The only **essential** attachment that you need to provide is a map. At this stage of the application process it is important to provide a map that shows the location of the project site within both the regional and state context. Other larger scale maps of the site are welcome, however, not essential for the purposes of Stage 1. It is expected that a more detailed site map be prepared as part of the Stage 1 outputs. Refer to Part 2 for more detail on maps.

C3 What permits/licenses/approvals might you need to undertake your project?

The on-ground implementation of your project (in Stage 2) may require various permits, licences or approvals. This may include such things as:

- a licence to work on threatened species or endangered ecological communities from OEH
- an Aboriginal heritage impact permit from OEH Heritage
- development approval (from your local council)

You are not required to have the relevant licence, permit or approval at this stage. Stage 1 of the project (Planning phase) is specifically designed to give you the time and opportunity to apply for and secure any licence, permit or approval you may require for Stage 2 (Implementation). Progression from Stage 1 to Stage 2 will be dependent on you getting any of these that you need.

C4 Is the protection of a specific threatened species the primary focus of your project?

If your project is **specifically** focussed on the protection of a listed threatened species, then you need to provide information on that species and its conservation status. For assistance go to the Saving our Species Threatened Species Profile search page.

Example

#	Common Name	Scientific Name	NSW Conservation Status
1	Eastern Chestnut Mouse	*Pseudomys gracilicaudatus*	Vulnerable
2	Leafless Tongue Orchid	*Cryptostylis hunteriana*	Vulnerable
			Choose a status
			Choose a status

C5 Will your project be carried out in an endangered ecological community (EEC)?

If your project will be carried out within an EEC, then you need to provide information on that EEC. You must also provide information on how you found out about that EEC and verified that it was present on your site (e.g. plan of management, OEH mapping). For more assistance please go to the Bionet Atlas search page and follow these instructions:

1. Which species or group? Select: Communities
2. Legal Status? Select: All records
3. What area? Select: Select a geographic area
   Under Geographic area select: LGA
4. Period of records: Select: All records
5. Click Submit search button at the bottom of the page
6. Under the common name of the Community click the icon on the right-hand side of the table which will open a tab containing the profile of the EEC you have selected. There may be multiple EECs across or on your project site.

C6 What will you do to maintain the project outcomes after funding finishes? Who will be involved? What long-term benefits or flow-on effects will result from your project?

If works funded through a Protecting Our Places grant cannot be completed over the life of a grant (e.g. bush regeneration works will often take 5 - 10 years or more to be fully successful) or will need to be maintained after the life of the grant, then details must be provided about how the project outcomes will be maintained, and who will carry out the work.

Tip

The Technical Review Committee is particularly interested in the long-term maintenance of the project (beyond the life of the grant).

A property or conservation agreement over the site, or some other form of long term management commitment, may make your application more competitive as it better guarantees long term maintenance.

If you have a large project, you may consider breaking it up into smaller stages. This may allow you to undertake the project at a pace that is within your organisation's capacity (especially your long-term maintenance capacity). In other words, don't bite off more than you can chew!

C7 What are some of the potential risks that could hinder progress on the project and how will you manage them?

In this question, you are asked to identify the potential risks and challenges that could impact the progress of your project, and how you intend to manage those risks. There will be different risks for Stage 1: Planning and Stage 2: Implementation, as there are different types of activities and outputs. While a more detailed risk assessment will be required to be developed as part of your Project Implementation Plan in Stage 1, you are required to outline the risks associated with both stages now. An example is outlined below.

Stage 1: Planning

Risk Factor	How will risk be managed?
Supplier of organisational capacity building training not secured	Regular communication with Trust Administration to identify alternate suppliers
Threatened species licence not secured	Regular communication with OEH Threatened Species staff (Ph: 131 555) or email to ensure appropriate information is supplied
Archaeological survey not completed	Regular monitoring of progress
Project Implementation Plan not finalised	Allocation of appropriate staff resources, attendance at project management training, communication with Trust Administration for assistance
Overspend of budget	Regular monitoring of budget by appropriately trained staff

Stage 2: Implementation

Risk Factor	How will risk be managed?
Change of project manager.	Have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress. Project manager provides updates at regular steering committee meetings.
Fences not suitable to protect site	Ensure suitable materials and design upfront (quality assurance). Monitor construction and completion (quality control).
Climatic conditions prevent project completion by the due dates (e.g. drought, flood).	Review and adjustment of project plan to accommodate changed tasks and timelines. Variation request will be sent for approval to NSW Environmental Trust.
Change of ownership of site	Discuss ongoing management with new owner
Catastrophic event (e.g. fire, vandalism)	Note and record impact, reinstate lost outputs if necessary. Work with local community to improve awareness and ownership of the project.

Part D: Project Delivery

Criterion 3: Capacity to deliver

What is the Technical Review Committee looking for?

Capacity to deliver

- There is a clear identification of required capacity building/training.
- Commitment to undertake the project is demonstrated.
- Clear involvement of appropriate project partners.
- The degree of community involvement and how this will be achieved.
- Satisfactory past performance.

D1 Who was involved in the planning and development of the project? This may include other people outside of your organisation who may be elders or knowledge holders.

Describe who you have talked to or still need to talk/work with to develop a better understanding of the issues, or to gain approvals/permits/licences for your project. Some examples may be community elders, LALC management, local Landcare groups, Local Land Services staff, and other environmental organisations. How have you consulted with public authorities (federal, state or local) about the site or the issue?

Tip

You should provide evidence of key project partners' support when submitting your application.

Do not underestimate the importance of partners and collaborators when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading ownership, or knowledge of the project to a wider audience and sharing responsibility for the project outcomes.

D2 Has this application been endorsed by your organisation's governing body/board?

Please advise if the application has been endorsed by your organisation's governing body or board. It is not compulsory at this stage, but you will be required to gain their endorsement before any grant agreement is signed.

D3 Collaborators

Provide information about the **key people**, both paid and voluntary, who will collaborate (assist) with your project, and include their roles and responsibilities in the project. To ensure the project's success please ensure that there are adequate levels of supervision, skills, knowledge and support available throughout the project.

Note: While contractors may assist you in developing your application, if the application is successful, you will still be required to undertake a competitive tender process for all contract works valued over $30,000.

Example

Names, positions and group/organisation	Reason for involvement	Intended role in project design and delivery	Confirmed Yes/No
Michael Jones, Coastal LALC	LALC Project Co-ordinator	Project Manager	Yes
Stuart Burton, 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	
Jo Brown, Coastal Landcare Network	Bushcare volunteer 15 years	Volunteer in River Reserve	Yes
Bush regeneration contractor	Significant experience in local vegetation communities and bush regeneration	Bush Regeneration Supervisor	
Tyler Smith, Coastal TAFE	Head teacher Cert II Conservation and Land Management	Bush Regeneration training	Yes

D4 Previous experience

The Technical Review Committee will consider any previous experience your group or organisation has in implementing environmental projects, as well as their size and how well they worked.

D5 Please explain if the Trust is being asked to fund an existing employee.

The Trust will not pay for staff already employed by your organisation (or a project partner organisation) that will be supervising / project managing or working on the project, as part of their usual duties. The Trust may, however, pay for staff specifically employed on your project (in addition to their usual duties) and you may include these costs in your application. Salaries for existing staff working on the project can be factored in to the budget as an 'in-kind' contribution.

You will need to provide clear justification for the funding of any existing employees to ensure there is an open and transparent process for the employment of all persons involved in the delivery of your project.

D6 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 may 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 benefit from the project. Each situation will be assessed on its merits and environmental need, and the governance arrangements in place to manage potential/perceived conflict.

Part E: Indicative project budget

Criterion 4: Value for money

What is the Technical Review Committee looking for?

Value for money

- How the budget supports the project outcomes and the viability of the project overall.
- The likely environmental benefit of the proposal relative to the amount of grant funds.
- The reasonableness of the budget items.

E1 Please provide an indicative budget breakdown of the funding you are seeking from the Environmental Trust.

You need to provide an indicative budget for both stages of your project. This will include the general expenditure items and the associated amounts. Please ensure that only eligible activities are listed for each stage (see the Program Guidelines for the list of eligible activities on pages 10 to 12). In other words, do not list on-ground implementation activities (i.e. fencing costs, bush regeneration costs, etc.) in Stage 1: Planning – they will **not be approved.**

Your total Stage 1 budget should be a maximum of $10,000. Up to an additional $5,000 is also on offer in this stage but is quarantined for organisational capacity building training. Please nominate how much you need for this element.

Your total Stage 2 budget should be a maximum of $50,000. This must include $1,000 for an independently audited financial statement at the end of your project.

Examples

Stage 1: Planning

Expenditure item	Estimated $
Additional hours for project manager (7 hrs/day for 15 days @$40/hr)	4200
Archaeological survey	5000
Licence fees	500

(Maximum $10,000)	**Total**	**$9700**
Additional organisational capacity building funding	Up to $5,000	**$5000**

Stage 2: Implementation

Expenditure item	Estimated $
Additional hours for project manager (7 hrs/day for 30 days @$43/hr)	9000
Fencing	3000
Bush Regeneration supervisor (contractor)	5000
Employment of 3 young people – training and on-site	25000
Bush Regeneration training provision	4000
Tools, materials and plants	3000
Independently audited financial statement	$1000
(Maximum $50,000) **Total**	**$50000**

E2 What is your indicative co-contribution (cash and in-kind)?

Matching funding (i.e. dollar-for-dollar) is not a requirement for Environmental Trust grants. However, any contributions made by you or your project partners will add value to your project, may make it more competitive, or may be necessary to meet the objectives of your project.

Part F: Organisational background

F1 How does your organisation function?

Provide details of how your organisation makes decisions, the names of the relevant office bearers, the size and history of the organisation. This includes the number of members you have if you are a membership based organisation. If you are a registered Indigenous Corporation you must provide your Indigenous Corporation Number – this can be found on the Office of the Registrar of Indigenous Corporations website.

F2 Insurance.

It is a condition of your grant that you have adequate insurance cover including public liability insurance of $10 million, workers' compensation and volunteer insurance. You are also required to ensure the policy remains active over the full duration of your project.

F3 Has your organisation previously received Environmental Trust funding?

If your organisation has received grant funding from the Trust previously or has a pending project, you must provide details of the relevant projects and their status (i.e. on-track, overdue, delayed, acquitted, pending etc.). If you require information to complete this table, the Trust can assist you.

F4 Has your organisation received grant funding for this project site from a body other than the Trust?

If your organisation has received grant funding for activities on the proposed project site from another source, please provide all relevant information. This may include funding from the Federal government, other state agencies, LLS, local council or a philanthropic organisation or sponsor.

Part G: Referees

We require two independent referees to support your project. Referees should be external to your organisation and not be actively involved in the project. However, they should be able to verify your organisation's capability to undertake the project, and the merits of the project. They must be available in the application assessment period.

Part H: Authorisation

Authorisation is required by one of the positions outlined below, who can verify the accuracy of the information contained in your application. No signature is required.

Applicant Include the details of an office-bearer in your organisation (e.g. General Manager, Chairperson, CEO or Executive Officer) who can confirm the accuracy of the information within the application and can commit your organisation to undertake the project if funded. This person will be a secondary contact for the project if required.

Administrator If your project is being administered by another organisation, include the details of an office-bearer in the organisation acting as the Administrator (e.g. General Manager, Chairperson, COE or Executive Officer) who can confirm the accuracy of the information within the application and can commit the organisation to undertake the project if funded. This person will be a contact for the project if required.

Part I: Application evaluation

The Trust uses feedback to help guide future program documentation design. Please take a few moments to provide this information.

Part J: Application submission

It is recommended that you read all sections of the Program Guidelines, particularly those sections covering the objectives of the program, eligibility, and assessment criteria.

Applicants must adhere to specific naming instructions for submitting their application documents. (Please refer to Document naming below).

Document naming

- Application Form — Organisation Name - POP Application
- Attachments — Organisation Name – Attachment 1 (or 2, etc.)

Before submitting your application, please refer to the application submission process in the application form (page 17) and ensure that you can tick off each item in the Grant Application Check List.

Any application that is late, incomplete or ineligible will not be considered.

Part 2: Attachments

Attachments can be an important component of your application. However, you should be mindful that they should be kept to a minimum. Bear in mind that emailed applications must not be larger than **10MB** including all attachments.

Maps

The only **essential** attachments that you need to provide are maps. A good map demonstrates the scope of your project, and it assists the Technical Review Committee to assess the scale and definition of your project area. On ground activities outlined in your application should be specifically displayed.

Project context map

Providing a map that sets the geographical context of you project is very important. A project context map shows the project boundaries within a regional context. It should include major regional landmarks, such as rivers, major roads, towns or cities, and national parks, as well as standard inclusions like a scale and north point. It allows the Technical Review Committee to understand where the project is located within the landscape and how it will interact with other environmental assets.

Site map

A Site map is specifically focussed on your project site, and should provide a clear picture of your project activities and/or work zones within the project boundary. It is also very important to include standard mapping elements such as a scale, north point and legend. These will allow the Technical Review Committee to clearly understand what you are planning for your project. It is good to think of the map as a visual representation of all the words you've written in your application.

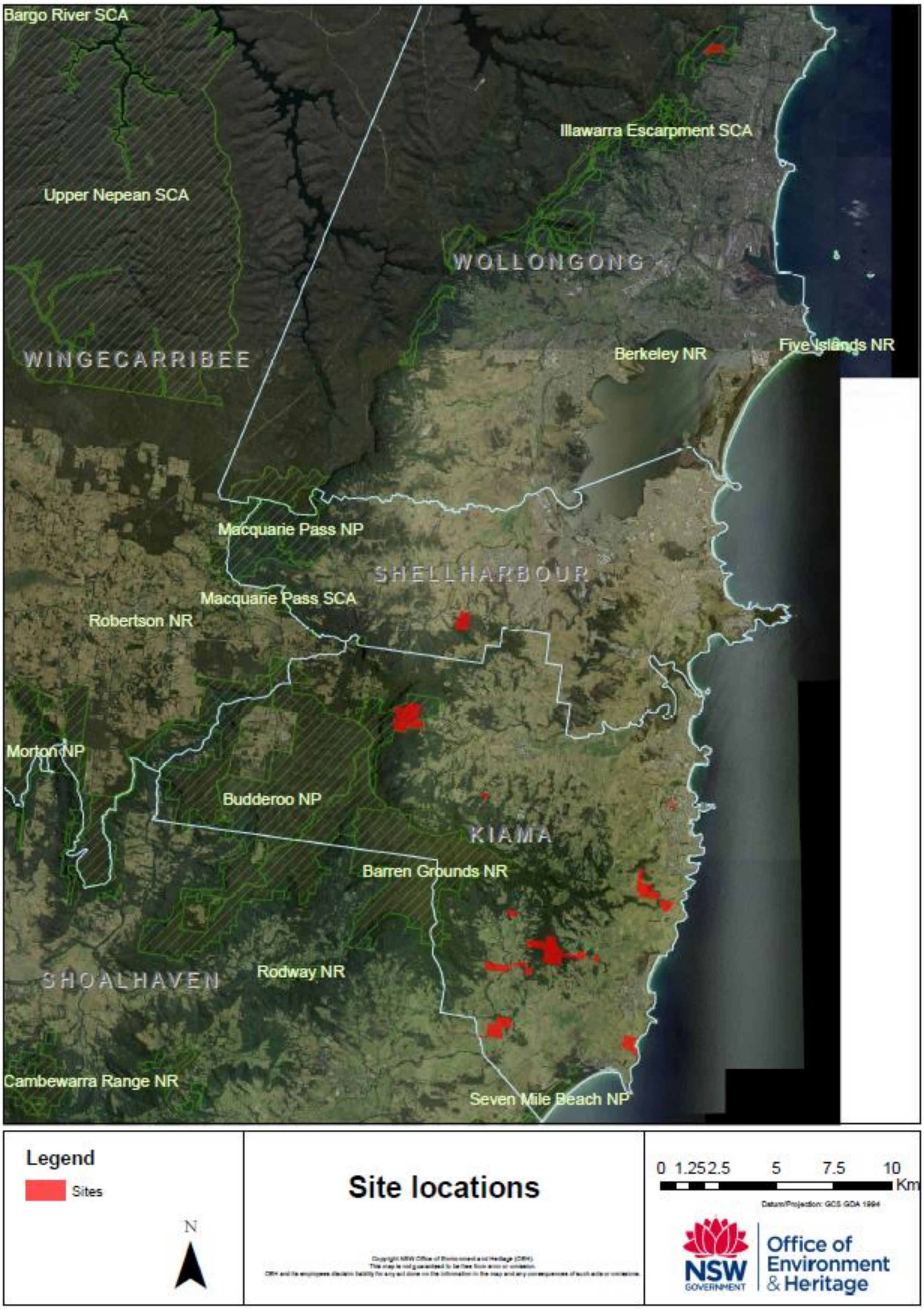
It is preferable that maps are produced using either Geographic Information System (GIS) software or Google Maps. If you are unfamiliar or do not have access to GIS, your local council or Local Land Services should have GIS officers to assist you.

Important

Your maps should:

- Be A4 (anything larger than A4 will not be sent to the Technical Review Committee).
- Include a scale, north point and legend.
- Show activities and/or work zones within the project boundary (site map only).
- Show the project boundary within the regional context (context map only).
- Include all major landmarks.
- Examples of suitable maps are below.

Example of suitable regional context map



Example of suitable site map