

Protecting our Places Program 2017

2017/18 Program Guidelines



Closing date: 3pm Monday, 4 September 2017

Image source Batemans Bay LALC, Murramarang Aboriginal Area boardwalk construction.
Protecting Our Places Program 2014

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

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Part 1 About the POP program

The [Protecting Our Places](#) program is a contestable grants program for Aboriginal community organisations and groups, seeking to achieve long-term beneficial outcomes for the NSW environment.

Funded by the NSW [Environmental Trust](#), the program encourages and empowers Aboriginal communities to protect, conserve and restore cultural landscapes and waterways that are of importance to local Aboriginal communities.

The program provides opportunities for Aboriginal organisations to address local environmental and cultural priorities, as well as developing their project management capabilities and encourage new collaborations and positive relationships with other organisations, government and stakeholders.

The program is based on the following three principles:

- Alignment with NSW Government policy
- Respect for Aboriginal culture
- Pursuit of best practice governance standards

What you need to know

The Trust has redesigned the Protecting Our Places (POP) Program in line with the recommendations of the recent program evaluation. These guidelines provide an overview of the revised program including:

- The new program objectives and outcomes
- The types of organisations that are eligible
- Types of projects that we will fund including project activities
- Timeframes

Importantly, the revised program seeks to assist Aboriginal communities to take greater ownership of their projects, build capacity to undertake those projects and deliver quality environmental and cultural outcomes.

Program objectives

The revised Protecting Our Place program seeks to achieve the following objectives:

To facilitate the sharing and protection of Cultural knowledge with and between Aboriginal groups, government and public stakeholders and to contribute to the improvement and the management of environmental and cultural resources on country.

To increase the amount 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.

Enquiries or questions

Environmental Trust

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

What are we trying to achieve?

The *Protecting Our Places* program seeks to work with Aboriginal organisations to achieve the following:



Caring for Country

- Increasing Aboriginal peoples' participation in the management of country, rivers and coastal areas.
- Supporting Aboriginal people to manage places of importance, lands of significance and in-situ cultural objects and resources.
- Providing greater opportunities for Aboriginal people to take part in the implementation of a project that involves the preservation, protection and restoration of native vegetation and fauna.
- Recognising that Aboriginal people have a spiritual, social and cultural relationship with their traditional lands and waters.



Partnerships developed and maintained

- Aboriginal organisations develop partnerships and strengthen collaborations with other Aboriginal and/or non-Aboriginal organisations, land managers, local and state governments and stakeholders.
- These partnerships and collaborations seek to protect Aboriginal cultural values and develop a mutually beneficial working relationship.
- Memorandums of Agreement (MOA) are developed, outlining the terms and details, including each parties' requirements and responsibilities.



Capacity building

- Capacity building to enhance and support Aboriginal organisations and communities to conduct environmental activities that are ecologically sustainable and culturally appropriate.
- Aboriginal communities develop skills and experience to engage and recruit members of their local and broader communities to participate in cultural land management activities on country.
- Aboriginal communities are supported in maintaining, strengthening and sharing cultural knowledge to protect, preserve and/or restore places of cultural significance.
- Improve the capacity of Aboriginal organisations/groups to sustainably fund the continued management of projects on Country.



Awareness raising

- Recognise, promote and raise awareness of cultural land management practices and the use of cultural resources.
- Community projects that practice contemporary or traditional styles of land management are carried out safely and in appropriate ways.
- Linkages that have been created between people, country, and their practices are documented and shared appropriately.
- Project information and self-achievements are shared and recognised within target communities and audiences.



Increased participation

- A broad cross section of target communities (Aboriginal and non-Aboriginal) are involved in management actions supported by the POP program to care and connect with country.
- Private and public land managers work with Aboriginal people and their communities to improve the management and protection of, cultural objects and resources, places of importance and lands of significance.
- Broader participation also seeks to facilitate greater recognition of Aboriginal people's spiritual, social and cultural obligations to manage their lands and waters.



Application of Cultural Knowledge

- Aboriginal people apply appropriate cultural practices to ensure sustainable natural resource management on country to address present and future issues.
- Aboriginal land is managed in a way that both enhances and protects environmental and cultural values.
- Cultural knowledge holders are engaged and consulted on all aspects of projects, and a transfer of knowledge is passed on appropriately to community members.

What's new for the POP program in 2017?

If you have applied for a Protecting Our Places grant before, you may be interested to know that we have made the following changes for the redesigned 2017 program.

1. Project grant funding

- The new funding model offers grants of up to \$65,000.
- Specific funding limits for each stage of the project.
- \$5,000 is specifically set aside for organisational capacity building and mentoring support.
- \$1,000 of approved grant funds will be quarantined within the project budget to cover the cost of independent financial auditing.

2. Project timeframes

- Fully implemented project will now last 3 years
- Project implementation will be a two-stage process as follows:



- Development of a detailed project implementation plan
- Skills needs assessment
- Undertaking capacity building training
- Engaging the community
- Developing partnerships
- Developing procurement strategies
- Planning recruitment
- General project planning activities
- Detailing the Stage 2 budget
- Site Action Plans
- Securing permits/licences/approvals

- Delivering on-ground works and activities, as approved in Stage 1
- Follow up training
- Periodic monitoring and evaluation of project activities
- Progress Reports
- Final Reporting (incl. financial audit)
- Project Acquittal

3. Grantee support and capacity building

The new program seeks to provide opportunities for grantees to build the capacity of their organisation, staff and members and to improve their ability to manage their project. Support mechanisms (e.g. capacity building and mentoring) will occur during the Stage 1 – Planning phase. These may include:

- #### Capacity building
- Assessment of organisational capacity, training and/or support requirements.
 - Development of a project capacity building training plan
 - Identifying training providers (e.g. TAFE, Certified training providers etc.).
 - Implementation of the training plan using up to \$5,000 in specific funding.

- #### Trust support
- Assistance to prepare project plans (inclusive of the monitoring and evaluation items).
 - Periodic project management support and advice over the life of the project.

(* Refer to Appendix 1 for more information)

Project funding available

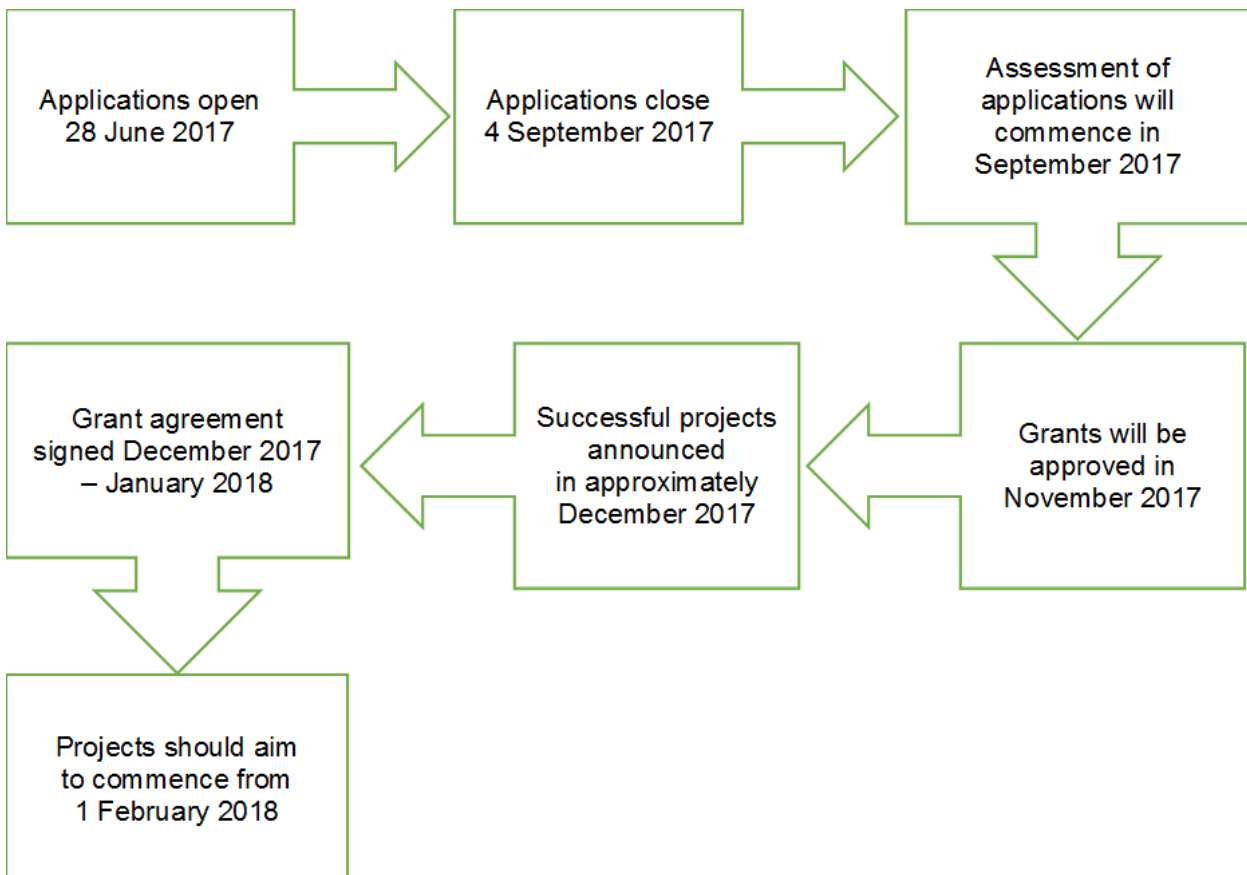
Multi- stage funding breakdown.

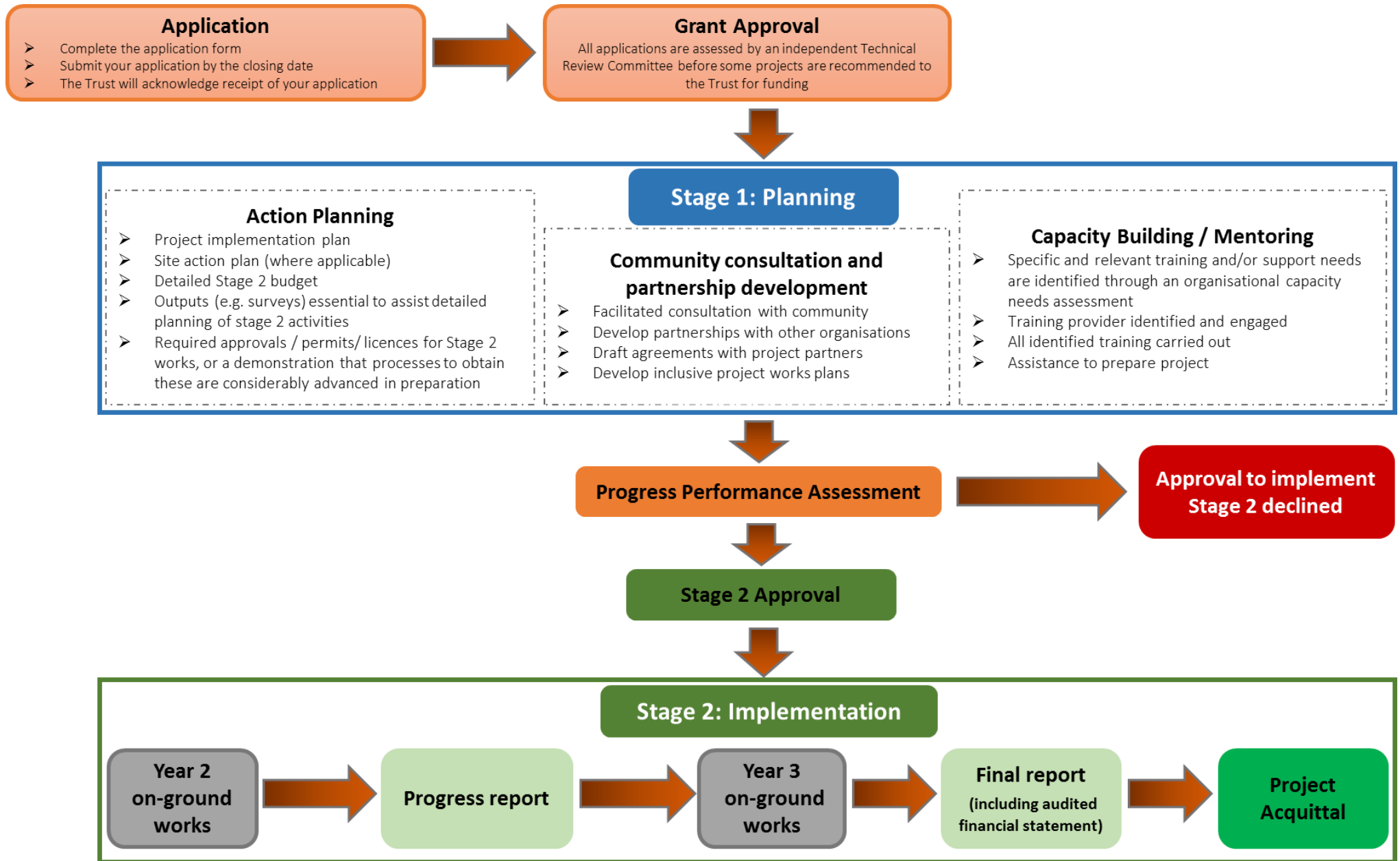
	Maximum project funding available \$	Organisational capacity building and mentoring \$	Financial auditing \$	Duration of funding \$	Maximum grant \$
Stage 1	10,000	Up to 5000		6-12 months	15,000
Stage 2	50,000		(1000)	18-24 months	50,000
TOTAL	60,000	5000	(1000)	24-36 months	65,000

Note

1. The \$1000 allocated for the purposes of project auditing is a mandatory budget item for each project. These funds will be used to pay for a [certified service provider](#) to audit your project's final financial report and prepare a Factual Findings declaration/statement. It must be included in your Stage 2 budget.
2. While there are no requirements for matching funds, co-contributions by applicants and their project partners will improve their chances of success. There are two types of co-contributions:
 - a. **Financial** An actual cash contribution by the applicant or project partners towards the costs of delivering the project.
 - b. **In-kind** A donation of goods or services, time or expertise, rather than cash. Includes goods, use of services and facilities, professional services or expertise in the form of staff time, provision of or access to equipment, and/or special materials.

Important timeframes for 2017/18





Eligible applicants

The following NSW Aboriginal community organisations/groups can apply:

1. NSW Legislated organisations
 - NSW Local Aboriginal Land Councils (NSW Land Right Act 1983)
 - NSW Registered Native Title groups (NSW Native Title Act 1994)
2. NSW Registered Incorporated/Corporate organisations
 - NSW Aboriginal incorporated community organisation (CATSI Act 2006)
 - NSW Registered incorporated non-profit group (CATSI Act 2006)
3. Unincorporated aboriginal organisations and groups supported by administrators (see below)

Administrators

If your organisation is not incorporated, or does not have the capacity to manage the financial aspects of the project, you may nominate another organisation to administer the grant funds on your behalf. The administrator must be an incorporated or registered organisation (e.g. LALC, NGO, local council, etc.). Grant agreements are prepared in the name of the administering body, who are then required to sign the Grant Agreement on behalf of the grantee.

Grant payments are made to the administrator, who is then responsible for making all payments relating to the project on the grantee's behalf, as well as preparing all financial reports as required under the Grant Agreement. It is expected that an agreement has been established between the grantee and the administrator in relation to project management and submissions of progress/final reports.

Ineligible applicants

The Trust **will not** fund the following organisations:

- Non-Aboriginal groups or organisations
- Individuals, industry joint ventures, and profit-distributing corporations (limited by shares)
- If you are unsure whether your organisation is eligible to apply, please contact the Trust on (02) 8837 6093 or info@environmentaltrust.nsw.gov.au

Past performance

Please note that the Trust will take into consideration any record of past poor performance in respect of previous grants projects, or any history of non-compliance with statutory or regulatory obligations when assessing eligibility.

A risk rating will be applied to your organisation and/or administrator. The applied risk rating will form part of your project's assessment and will be used to determine additional special conditions in the funding agreement.

If it is considered that past performance presents a substantial risk to the timely and effective performance of the project, an applicant will be given the opportunity to respond to the Trust's concerns. This response will be taken into consideration alongside the overall merits of the application.

Eligible activities

The Trust will only fund proposals that provide tangible benefits to the natural environment of NSW.

Cultural based projects may be proposed, however, they must be directly linked towards achieving a clear environmental outcome.

Tip

The Trust will only fund proposed applications that focus and align with the program's ultimate goal and address the program objectives.

The Trust assumes that before preparing your application you should have sufficient understanding of the prevailing issues/problems, species, sites etc. as part of your project planning process.

The tables below provide a guide to the types of activities the Trust will fund under Stage 1: Planning and Stage 2: Implementation components of a Protecting Our Places grant. **Note:** grants are by no means limited to the examples provided.

Stage 1: Planning

The focus of this stage is to create a strong foundation for the project through activities that assist grantees plan and prepare for the implementation of on-ground activities in Stage 2. Principal Stage 1 outcomes include:

- Project Implementation Plan
- Site Action Plans (where applicable)
- Detailed Stage 2 budget
- Outputs (e.g. surveys) essential to assist detailed planning of Stage 2 activities
- Draft agreements with partners
- Approvals for permits/licences/approvals and/or a demonstration that processes to obtain these for Stage 2 are considerably advanced in preparation
- Organisational capacity building training has been undertaken, and the grantee has the skills to implement on project as proposed

The following activities are eligible for funding under **Stage 1: Planning:**

Activity	Description
Project planning	Development of a broader overarching project plan. This includes identifying the key activities; the resources required, both human and capital, as well as any training requirements. It does not include the development of property plans. However, site management plans intended to be implemented as part of the project are eligible. If a broader overarching project / property plan does exist, linkages to this document would need to be shown. <i>Examples of final outputs include: Project Implementation Plan, Site Action Plans etc.</i>
Site mapping	Development of a mapping resource (e.g. GIS, google maps, other) of the site that assists in project planning, management and monitoring activities.
Surveys	Survey actions (e.g. archaeological investigations / study, ecological etc.) may be eligible if they are essential in providing a more detailed understanding of the specifics of the issues / problem needing to be addressed and that these activities show direct linkages to the development of site action plans and delivery of on-ground project outcomes.
Aboriginal Heritage Information System (AHIMS) Assessment	The AHIMS Aboriginal Site Recording database is used for reporting and recording Aboriginal objects and features that are likely to be of significance to Aboriginal people. Grantees are encouraged to record known Aboriginal sites on AHIMS that are relevant to their project during this planning phase. It is also mandatory to undertake an AHIMS search prior to the commencement of on-ground works and activities to ensure that no accidental damage is done to identified Aboriginal sites. Please see the OEHS website for site recording forms and other information regarding the AHIMS database or Aboriginal sites
Research/documentation of knowledge	Research activities must have a specific and direct link to delivering on-ground outcomes for the project. <i>Examples of final outputs include: cultural knowledge on land management practices documented so that it may be applied in Stage 2, collecting oral knowledge from community etc.</i>
Activity preparation	Essential planning processes that need to be followed to ensure compliance with legislation should be undertaken. These include, cultural burn plans, relevant licencing, permits and approvals e.g. scientific licences, Aboriginal Heritage Impact Permits (AHIPs), Development Applications etc. Identification of these activities, processes, contacts and preparation of official documentation etc. must be undertaken as part of Stage 1.
Capacity building	Training and up-skilling and/or educating volunteers, community members and landowners in natural resource and cultural management techniques to improve the tangible environmental outcomes of a project. Examples of final outputs include: finalisation of a training plan, contracting training provider, delivery of training courses.
Project coordination	Costs associated with coordinating or facilitating projects (see application budget guidelines). This could include funding to implement project-monitoring activities. Note: While this may be budgeted for, prioritisation will be given to projects that maximise on-ground activities.
Partnership negotiation	Activities that facilitate consultation with community, project partners and stakeholders to develop cooperation agreements, develop inclusive project work plans etc. Examples of final outputs include: number of meetings held, Draft Memorandum of Agreement (does not need to be ratified until Stage 2) completed, site access agreements etc.

Stage 2: Implementation

The focus of this stage is to implement the actions contained within the overarching Project Implementation Plan and any relevant Site Action Plans. Eligible activities include a wide range of on-ground land and cultural management practices, bush regeneration, restoration and conservation type activities.

The following activities are eligible for funding under **Stage 2: Implementation**:

Activity	Description
Bush regeneration (Assisted Natural Regeneration)	The practice of rehabilitating native plant communities and reinforcing an ecosystem's ongoing natural regeneration process. Many of the activities listed below contribute to bush regeneration.
Bush Regeneration supervision	Employment of suitably qualified bush regenerators who also possess experience in the supervision and training/mentoring of bush regenerators, trainees or volunteers.
Weed management	<p>Control, containment or eradication of environmental weeds (agricultural weeds will not be funded) through physical intervention (mechanical, chemical or biological) to facilitate the recovery of a native plant species or community or preserve/protect cultural objects and resources, places of importance and lands of significance to aboriginal people. Invasive native species control may also be considered.</p> <p>Due to the current reform to Biosecurity legislation (and the repeal of the Noxious Weeds Act), there will be a new process for considering support for weed control activities. Projects will be reviewed as they relate to their respective Regional Weed Plan, and the control requirements outlined within those plans. Since this is a new process, it should be assumed that it will be based on the principle of landholder responsibility (as per the Noxious Weeds Act). In other words, the Trust will not fund the control of weeds that are the legislative responsibility of the landowner.</p> <p>For more information on classification of weeds, please see the Department of Primary Industry WeedWise webpage.</p>
Revegetation	Introduction of local native plant species through the planting of tube-stock, direct seeding, brush matting or transplanting. Used typically only where a viable native seed bank does not already exist on a site.
Pest animal management	Strategic long-term control of feral pest animal species through physical intervention to facilitate the recovery of habitat, native animal and plant species, and protect sites from further degradation.
Preservation/protection of cultural assets	<p>Activities that apply specialised methods and employ skilled professionals to conduct on-ground preservation and protection of cultural assets i.e. places, objects and features. For example, rock art preservation, archaeological excavations and burial sites.</p> <p>Note: these types of actions should be implemented as part of the broader context of the project that must be undertaken to achieve the principal environmental outcome e.g. protection of a cultural asset whilst undertaking weed control activities.</p>
Fencing	Installation of wildlife friendly fencing to restrict access to restoration areas (including temporary protection of revegetation plots), cultural objects and resources, places of importance and lands of significance to Aboriginal people.
Erosion control	Works to prevent local water quality degradation to adjacent waterways and protect soil stability.
Habitat creation	Installation of natural and/or artificial structural habitat for fauna.
Formalisation of tracks	Upgrading or rationalisation of existing tracks which are causing degradation on sites of high conservation value. <i>Upgrading of tracks or construction of new tracks for amenity or recreation purposes are not eligible.</i>
Signage and educational resources	Educational or interpretive resources relating to the project outcomes that increase community awareness of the benefits associated with the project, and influence positive behavioural change.
Capacity building	Training and up-skilling and/or educating volunteers, community members and landowners in natural resource and cultural management techniques to improve the tangible environmental outcomes of a project. Activities under Stage (Year) 2 / 3 focus upon supporting on-ground delivery of project outcomes.

Activity	Description
Fire	Strategic burning of an area to control weeds and stimulate growth of fire dependent species or for cultural burns. Engagement with relevant fire authority (i.e. OEH, Rural Fire Service and/or National Parks and Wildlife Service) is typically required if burning is proposed.
Project coordination	Costs associated with coordinating or facilitating projects (see application budget guidelines). This could include funding to implement project-monitoring activities. Note: While this may be budgeted for, prioritisation will be given to projects that maximise on-ground activities.
Management agreements	Engagement of project collaborators, landholders, etc. to enter into a variety of agreements that aim preserve and protect natural resources and cultural assets. For example, agreements on land management, biodiversity conservation, site access, and site co-management.
Sustainable management of country	Implementation of business plans that seek to encourage sustainable use of natural resources through activities that place an economic value upon effective management of the natural resources available at the project location.
Threatened species	On-ground works that provide direct benefits for threatened species, such as planting of feed/shelter trees, or the mitigation of known threats. Note: Appropriate licences must be obtained prior to commencing a project where works impact threatened species or occur within defined threatened ecological communities. Contact the Office of Environment and Heritage if you are unsure of which licences you need to obtain.
Waste management	Some waste management activities may be eligible for funding, but should not be the only objective of your project. The clean-up of waste on Country should be a part of a broader project delivering strong environmental and cultural outcomes.

Ineligible activities

The following activities are not eligible for funding in either Stage 1: Planning or Stage 2: Implementation:

Activity	Description
Administration	Existing day-to-day administration or operational costs of organisations. (See application budget guidelines).
Aesthetics, amenity, recreation and cultural projects unrelated to benefitting the environment.	The focus of all projects must be on delivering benefits for the NSW Environment. Projects primarily focussed on improving aesthetics, local amenity or recreational opportunities will not be funded. Cultural projects that include elements of these must show a clear benefit to the NSW Environment.
Built environment	Construction, restoration or rehabilitation of buildings or facilities.
Core business	Activities where an existing organisation or individual is legally responsible for the task (e.g. noxious weed control) or where funds obtained through a grant are used for cost-shifting purposes. Projects that, in the normal course of events, are clearly the core business of local or state government authorities or the applicant organisation.
Devolved grants	Offering funding to other organisations or individuals through a grant program.
Facilitating changes of land tenure	Expenses associated with any activity that result in the transfer of land, either private or public) between landholders will not be considered.
Equipment	Capital equipment purchases, unless it is evidently more cost effective to purchase than lease equipment for the life of the project.
Existing employees	Salaries of existing employees working on the project as part of their usual duties (instead this should be considered as an in-kind contribution). The Trust, will however, fund salaries of staff employed specifically to work on the project. Note All applicants. If you seek Trust funds for someone currently employed by your organisation, you must explain why the Trust is being asked to fund an already-existing employee.

Activity	Description
Maintenance	Ongoing maintenance of projects to which organisations have previously committed. Routine property maintenance such as lawn mowing and gardening is also ineligible for funding.
Noxious weeds	The Trust will not fund the control of weeds that are the legislative responsibility of the landowner. Consideration may be given to fund the control of environmental weeds, but priority will be focussed on where they pose a direct threat to a threatened species or an Endangered Ecological Community.
Audits and surveys	Projects that require audits and / or surveys are ineligible unless it can be shown that they are necessary and may be specifically linked to delivering on-ground outcomes for the project.
Research	Projects that focus on research and are not specifically linked to on-ground outcomes for the project.
Similar projects funded from other funding bodies	Projects funded by another funding body that seek to achieve the same or similar outcomes will not be funded.
Retrospective activities	Activities carried out or committed to prior to accepting and signing the grant management agreement.

Note: The Trust will not fund construction, repairs or maintenance of buildings, facilities, or items of expenditure that will not directly benefit the environment.

Probity

The Trust places high importance on the integrity and transparency of program and project governance. It is vital that all funded projects are delivered in accordance with legal and regulatory requirements, as well as other accepted governance and project management standards. Value for money in project delivery is also a significant priority for the Trust.

Procurement

To conform to relevant governance and probity standards, the Trust requires all grantees to follow NSW Government procurement procedures ([Code of Practice for Procurement \(2005\)](#)). This relates to all major budget items, such as the purchase of materials, or the engagement of contractors or consultants.

All contractors (including consultants) must be chosen on their merits and ability to effectively deliver the work. It is required that grantees will select contractors or consultants using a competitive process.

More details are provided in the Application budget form, however, as an example: for any contract in excess of \$30,000, you should secure a minimum of three written tenders/quotations. In addition, unless selected through an open competitive process, the value of work to any single contractor (or consultant) must not exceed \$30,000 in total during life of the funded project.

Exemptions may be allowed for specific contract services where three suppliers are not available / suitable (i.e. suppliers of specific cultural knowledge) or where the project is promoting specific Aboriginal community outcomes (i.e. employment of Aboriginal Green Teams).

Partnerships

Each project will require an Aboriginal organisation as the grantee. Applicants are strongly encouraged to apply for a grant under a partnership project with other relevant stakeholders (i.e. Council, LLS, OEH, etc.), rather than as a single organisation. Careful consideration is advised when entering into any commercial relationships.

All project partners must have a demonstrated tangible role in the project delivery with roles and responsibilities identified and agreed to within a memorandum of understanding (or similar), developed as part of their Stage 1 - Planning foundation activities.

Applicants are welcome to seek Third Party assistance to develop their project and complete their application, however, please be advised that any costs associated with this service cannot be reimbursed using Trust funding. Third Party assistance providers involved in the development of the project application are ineligible to tender for contract activities for that project (due to unfair advantage) except under exceptional circumstances e.g. remote locations with limited available service providers. Where circumstances arise related to the latter, strong justification for the service provider's involvement needs to be provided in the project application.

Monitoring and evaluation

All Trust funded projects require development of a central guiding document known as a Project Implementation Plan (PIP). The PIP defines how the various components of the project will be implemented (inclusive of periodic monitoring, evaluation and reporting activities) across the life of the project. The PIP is also used by the Trust to assess whether the intended project objectives and associated milestone achievements defined by grantees are being met.

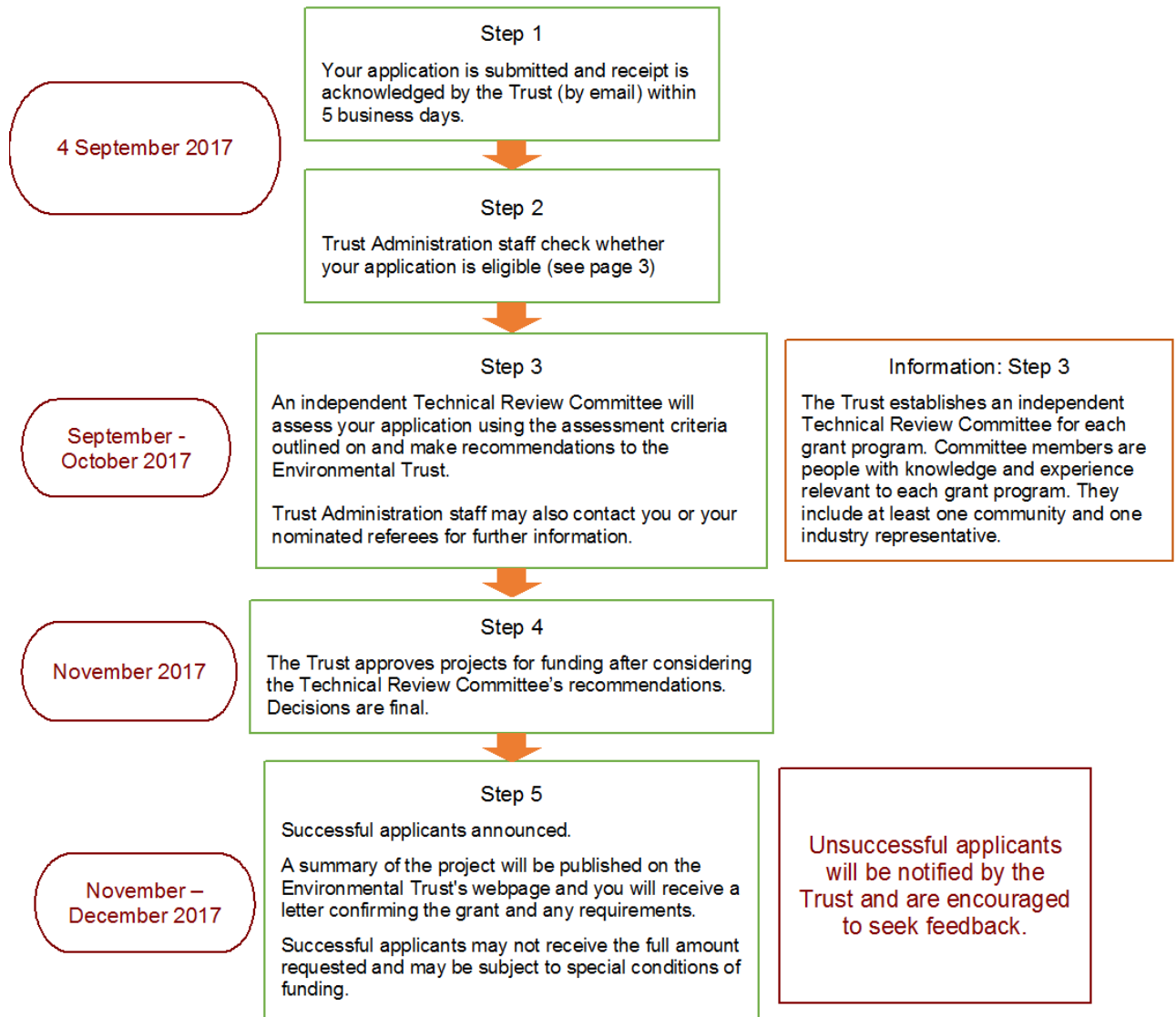
Important outcomes of each PIP are the completion of monitoring and evaluation activities used to both effectively measure environmental improvements (monitoring) and to facilitate reviews of activity implementation (evaluation) resulting in adjustments to the project to improve management of the project and refinement of activities (adaptive management). Monitoring and evaluation activities are therefore considered separate from one another.

Methods for monitoring a project will vary depending on the nature of the work being carried out which will also determine their frequency. There are, however, minimum standards for monitoring expected by the Trust e.g. progressive photographic documentation **across the life of the project** of all project activities (e.g. planting, training, fencing, site protection, cultural burns etc.), periodic (annual, seasonal etc.) fixed point photographic (before and after) and plot monitoring for regeneration activities and Aboriginal cultural heritage assessments. Baseline studies could also be used to determine whether Aboriginal archaeological objects or cultural heritage values may be impacted, and provide an information base to monitor the activity's progress and effectiveness during implementation. A variety of monitoring activities may be suggested by grantees based upon what they feel is the best way to monitor other activities implemented within their projects.

Evaluation activities also vary from project to project, however, should occur as part of your project's annual review and reporting process. This may involve people from your organisation with stakeholders/partners examining the implementation of your PIP during the previous year, assessing strengths and weaknesses then integrating improvements/changes to both activities and timing in the following year's work plan. Relevant information generated during these sessions should also be included in your annual report.

Part 2: Assessing your application

The flow chart below explains what will happen after you have submitted your application. For information on how to apply, see the [How to Guide](#) for completing your Application Form.



See managing your grant on page 19 for information on what happens when your project has been awarded funding.

Assessment criteria

Selection for Trust grants is a state wide, merit-based process. All projects will be assessed against specific program assessment criteria. This will be undertaken during both phases of project funding – Stage 1: Planning and Stage 2: Implementation.

Assessment criteria. Stage 1: Planning

An independent Technical Review Committee (TRC) will assess all eligible applications against the assessment criteria set out in the following table. Your application should be prepared with these criteria in mind, as it will allow the TRC to assess your project proposal. Refer to the [How to Guide](#) for guidance on which parts of your application relate to each assessment criteria.

1. Tangible environmental outcome
<ul style="list-style-type: none">• clear explanation of the environmental issue to be addressed• demonstrated need for the project, and appropriateness of proposed actions• the project will make a clear contribution toward the Protecting our Places program objectives
2. Project activities and outcomes
<ul style="list-style-type: none">• proposed activities are clearly targeted towards achieving the expected outcomes• project displays sound project planning and method• project demonstrates long term benefits beyond the life of the grant
3. Capacity to deliver
<ul style="list-style-type: none">• clear identification of required capacity building / training• commitment to undertake the project• involvement of appropriate project partners• degree of community involvement and how this will be achieved• past performance
4. Value for money
<ul style="list-style-type: none">• 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

To progress from Stage 1 Planning to Stage 2 Implementation, each project will be individually assessed against the following assessment criteria to determine their suitability. Projects are **not guaranteed** to progress to Stage 2 (and receive additional funding) unless they satisfy the requirements below.

1. Tangible environmental outcome
<ul style="list-style-type: none"> • clear explanation of the environmental issue to be addressed • demonstrated need for the project, and appropriateness of proposed actions • the project will make a clear contribution toward the Protecting our Places program objectives
2. Project activities and outcomes
<ul style="list-style-type: none"> • activities clearly targeted towards achieving the expected outcomes • project demonstrates long term benefits beyond the life of the grant
3. Planning and method
<ul style="list-style-type: none"> • completion of a detailed and comprehensive Project Implementation Plan • how well the identified monitoring activities demonstrate the success of the project • how well the proposal addresses risks that have the potential to jeopardise the success of the project • time frame is realistic for achieving the proposed outcomes
4. Capacity to deliver
<ul style="list-style-type: none"> • involvement of appropriate project partners • degree of community involvement and how this will be achieved • demonstrated knowledge, skills and expertise of the applicant (through the completion of training) • capacity of the applicant to complete the project • capacity and commitment to continue to support the project's outcomes once the grant finishes
5. Value for money
<ul style="list-style-type: none"> • how the budget supports the project goal, 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 • appropriateness of the mix in the total budget between: <ul style="list-style-type: none"> ▪ materials and other direct project costs ▪ professional expertise ▪ In-kind support (e.g. equipment, machinery) and/or cash contributions ▪ voluntary expertise/labour

Part 3: Managing your grant

If you are successful in receiving a Protecting Our Places Program (Stage 1: Planning) grant, you will be notified by approximately December 2017.

Getting started

Once you are awarded a Protecting our Places grant during the Stage 1 Planning phase, you will be required to submit the following documents before starting your project.

Tip

The Trust's Grants Administration team are on hand to answer questions and provide help where needed.

Grant agreement

The Grant Agreement sets out the terms and conditions associated with the grant.

A sample of the standard Grant Agreement can be found on the Trust's webpage, however, one specific to your organisation (and project) will be sent directly to you by your Grants Administrator, together with other information relevant to your grant.

The Trust may also place additional conditions that are specific to your project. Your Grants Administrator will discuss these conditions with you.

Note: The grant agreement is a standard document for all grantees. The agreement will not be changed at the request of the grantee.

Tax invoice

A tax invoice for the Stage 1 Planning instalment for your grant is required, including GST if applicable.

The first instalment will be made when the signed Grant Agreement is received by the Trust.

You must not commence implementation of Stage 1 Planning activities (as set out in your indicative PIP) until after Trust Administration has acknowledged the receipt of both the signed Grant Agreement and your Tax Invoice.

Important Note

You must not commence implementation of Stage 1: Planning activities (as set out in your indicative PIP) until after Trust Administration has acknowledged the receipt of both the signed Grant Agreement and your Tax Invoice.

During your project

- Grantees are required to prepare and submit progress reports at the end of Stage 1: Planning phase of the project. Approval and acceptance is needed before you will be able to progress to Stage 2: Implementation.
- Reporting and payment schedules will be outlined in the Grant Agreement.
- Progress reports allow grantees to provide the Trust with updates on activities, achievements and expenditure, in line with approved Project Implementation Plan inclusive of Project Measures (for Stage 2: Implementation only).
- Each report is reviewed by a representative of the Trust with technical expertise relevant to your project's objectives.
- If your report demonstrates that your project is progressing well, the next instalment of your grant will be authorised by the Trust and your Grant Administrator will provide you with feedback from the reviewer
- If it is considered to be underperforming, funding instalments may be withheld while you work with your Grants Administrator to identify and implement strategies to bring the project up to speed.
- The Trust recognises that variations to your project are sometimes required and these may be negotiated with your Grants Administrator at any time throughout your project.

Tip

Progress reports are required at the completion of each stage of the project. Reporting templates are available to download from the Trust's webpage.

Completing your project

When your project is complete, grantees are required to submit a final report reflecting on achievements against the project's objectives.

Like progress reports, a representative of the Trust will review your final report. An evaluation of grantee performance is made at this point and a risk rating applied. This rating will be used when assessing future applications.

Your Grants Administrator will provide you with feedback on your project, and formally acquit your grant.

Privacy

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the *Government Information (Public Access) Act 2009* or other lawful requirement.

Tip

More information on the [Government Information \(Public Access\) Act 2009](#) is available online.

The Trust may also disclose information that you supply to us for evaluating its grant programs. If you require strict commercial and/or personal confidentiality, you should address this in your application.

Organisational Capacity Building

The new format of the POP program seeks to provide opportunities for grantees to build the capacity of their organisation, staff and members, to improve their ability to manage their project. To this end, the Trust is offering up to \$5000 funding to each grantee to undertake additional training in a relevant subject – on top of their approved project funding.

As a part of the Stage 1: Planning phase of the project, each grantee will be required to review their current capability and capacity in managing projects, and identify subjects where they need additional support. They will then work with the Trust to identify appropriate capacity building training activities and potential suppliers.

This training may be undertaken locally, regionally or elsewhere but it must be approved by the Trust before being undertaken. Trust Administration is currently working with a respected project management training provider (with extensive experience in working with Aboriginal communities and organisations) to develop a standard training course that will be available to all grantees.

All capacity building training activities **must take place** during the Stage 1: Planning phase of the project. Grantees **will not be approved** to progress to Stage 2: Implementation unless all capacity building requirements have been met.

Some organisational capacity building training activities you may consider include:

<p style="text-align: center;">Project management</p> <p>Learn to systematically plan and guide project processes from start to finish</p>	<p style="text-align: center;">Monitoring</p> <p>Learn to observe and track activities taking place in a project from start to finish</p>
<p style="text-align: center;">Records management</p> <p>Learn to systematically collate and manage project information from start to finish</p>	<p style="text-align: center;">Evaluation</p> <p>Learn to systematically assess the status/progress of completed or ongoing activities so you can improve the management, effectiveness and efficiency of projects</p>
<p style="text-align: center;">Budget management and bookkeeping</p> <p>Learn to monitor, plan and expend funds and track project expenditure from start to finish</p>	<p style="text-align: center;">Microsoft Office software</p> <p>Learn how to improve communication, increase workplace productivity, manage/record data and share the results of projects through the use of key software e.g. Excel, Word, PowerPoint etc.</p>

NOTE: Other broader training activities may be undertaken during Stage 2: Implementation of your project, however, this training must be project outcome specific and funds for this purpose must be defined within the implementation budget.

As an example, your project may include training for project participants in weed identification and control. This is outcome specific (improving the environment), and focussed on people like community volunteers or young trainees. It is a legitimate project expense that will deliver project outcomes. It is separate from the capacity building of the project manager and other people overseeing the management of the project.