

# Community Sustainability Action *grants*



Round 2—Environmental Conservation

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## Minister's foreword

The Queensland Government's Community Sustainability Action grants will provide \$12 million over three years to eligible recipients for innovative projects which seek to address climate change, conserve Queensland's natural and built environment and protect our unique wildlife.

Up to \$4 million in grant funding is being allocated throughout 2017/18 to projects which support a range of environmental and heritage protection activities. Grants are being delivered through regular targeted rounds, with this round focussed on connecting communities to environment.

Queensland's communities have an important role to play in conserving our state's natural environment. With the benefit of local knowledge, they are able to identify the significant environmental issues in their regions and draw on locally-based skills and know-how to take positive action to enhance and protect local landscapes and ecosystems.

This round aims to celebrate this knowledge and to empower Queensland's communities to undertake environmental conservation projects which are of greatest benefit to their region.

Applications for funding are sought from eligible community groups which identify the environmental priorities relevant to their regions and undertake environmental conservation activities which address these priorities.

Grants of up to \$50,000 (excluding GST) will be provided to eligible applicants for on-ground projects which seek to rehabilitate degraded landscapes, protect and improve habitat and biodiversity and improve the climate resilience of natural environments.

I encourage you to consider the guidelines and apply for a grant to improve and preserve your local environment.

### **Dr Steven Miles**

Minister for Environment and Heritage Protection and  
Minister for National Parks and the Great Barrier Reef

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## Overview—Environmental Conservation

The Community Sustainability Action grants – Round 2: Environmental Conservation will provide up to \$2 million in grants.

With a focus on connecting communities to environment, this round of funding will provide grants of up to \$50,000 (excluding GST) to eligible organisations to undertake on-ground activities to rehabilitate degraded landscapes, protect and improve habitat and biodiversity and improve the climate resilience of natural environments.

Activities funded include:

- weeding and revegetation
- pest animal control
- litter and marine debris collection.

Details regarding eligible applicants and eligible activities are provided in these guidelines.

For more information please email [csagrants@ehp.qld.gov.au](mailto:csagrants@ehp.qld.gov.au) or call the grant program office on (07) 3330 6360.

Applications close 4pm, 21 August 2017 with funding available to successful recipient's late-2017.

All projects must be completed within three years of the project start date.

## Guidelines for applicants

Applicants must read these guidelines in full before applying for funding, and are strongly encouraged to familiarise themselves with the online application form and other supporting documentation before beginning the application process. The application form is available at [www.qld.gov.au/environment](http://www.qld.gov.au/environment).

### Program objective – Connecting Communities to Environment

The objective of this grant program is to enable eligible recipients to engage the community to undertake projects which:

- rehabilitate degraded landscapes
- protect and improve habitat and biodiversity
- improve the climate resilience of natural environments.

### Which organisations are eligible to apply?

Eligible applicants	Ineligible applicants
<ul style="list-style-type: none"> <li>✓ Australian charities registered with the Australian Charities and not-for-profits Commission (ACNC)</li> <li>✓ properly established incorporated associations (incorporated under the <i>Associations Incorporation Act 1981</i>)</li> <li>✓ not-for-profit organisation registered under the <i>Corporations Act 2001</i>.</li> </ul>	<ul style="list-style-type: none"> <li>✗ individuals</li> <li>✗ family Trusts</li> <li>✗ statutory bodies and authorities</li> <li>✗ Australian government agencies</li> <li>✗ state government agencies</li> <li>✗ Local Government Authorities (LGA) (other than as a sponsor)</li> <li>✗ for-profit groups and public companies</li> <li>✗ schools (other than as a sponsor)</li> <li>✗ universities (other than as a sponsor)</li> <li>✗ regional Natural Resources Management (NRM) bodies (other than as a sponsor).</li> </ul>

#### Examples of groups which may be eligible include, but are not limited to:

- Landcare, Coastcare, Bushcare and Rivercare groups
- environmental and conservation organisations and other like-minded NRM community volunteer groups
- catchment care groups
- established and emerging Indigenous groups
- service organisations such as Rotary and Lions clubs
- parents and citizens' groups
- university student groups and associations
- Scout and Girl Guide Associations.

Two or more eligible organisations can work in partnership on a single project to undertake on-ground activities. Partnership applications must be of a joint nature—where one applicant submits the application with a letter of commitment from the Chief Executive Officer (or equivalent) of the second organisation.

## Applicants and sponsors

Not-for-profit community groups which are not registered as a charity, not an incorporated association or not registered under the *Corporations Act 2001* can seek to secure a sponsor for the project. Project sponsors have the potential to be a valuable partner and must be an eligible organisation or one of the following organisations:

- a LGA
- a school or a university
- a regional NRM body.

Sponsors take full responsibility for the legal and financial accountability of the proposed project, including signing the grant funding agreement and/or any declarations. They are required to provide evidence of insurance for the lifetime of the grant period.

Sponsors are not able to financially benefit from the grant funding by seeking, for example, project management fees.

## How much can my organisation apply for?

Applicants in this round may seek funding for grants up to \$50,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor).

## What projects and activities are eligible?

Funding provided under this round will be for on-ground projects which engage the community and have an environmental benefit. Projects which have an environmental benefit will be those which:

- rehabilitate degraded landscapes
- protect and improve habitat and biodiversity
- improve the climate resilience of natural environments.

Activities funded under this grant round include those which seek to:

- rehabilitate local reserves, parks, bushland and natural landscapes through:
  - eradicating invasive plants, environmental weeds and Weeds of National Significance
  - controlling pest animals
  - undertaking revegetation through planting native trees endemic to the project area
  - cleaning up litter and marine debris
  - installing fences to protect remnant or rehabilitated areas
- remediate creeks and river banks and other waterways
- install nesting boxes for native birds and wildlife.

Applicants should research relevant conservation priorities for their chosen area and consider discussing proposed projects with their regional NRM organisation or local council.

Volunteer labour should be used for all activities where possible.

## What projects and activities are ineligible?

Projects and activities that will not be considered for funding under this round include:

- projects undertaken on National Parks and State Forests
- projects that do not have a primary aim of improving environmental values of an area, such as public amenity, the installation of public art, statues, park benches, picnic tables or sun dials, planting of ornamental plants, landscaping, laying turf
- maintenance of buildings, existing projects or infrastructure, such as painting park benches or picnic tables, repairing roofs and restoring established gardens
- academic research projects
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete work)
- water quality monitoring projects.

## How will projects be assessed?

Projects will be assessed based on the extent to which the project, as outlined in the application:

- Meets the objectives of the program. This includes the extent the project:
  - \_ has a focus on engaging the community to undertake on-ground environmental conservation activities
  - \_ rehabilitates degraded landscapes, improves habitat and biodiversity and/or improves the climate resilience of natural environments.
- Demonstrates a clear rationale for undertaking the project. This includes the extent the application clearly:
  - \_ explains the environmental issue
  - \_ details the methodology to amend the problem, and
  - \_ is able to demonstrate why this methodology is suitable.
- Demonstrates a clear project management approach and governance arrangements. This includes:
  - \_ the provision of a clear, detailed and reasonable timeframe in the application
  - \_ a clear demonstration that the organisation is capable of delivering the project
  - \_ the inclusion of a maintenance plan for project deliverables beyond the life of the project.
- Represents value for money, including:
  - \_ the scale of the project and activities versus the funding sought
  - \_ the contribution of additional cash or in-kind support
  - \_ whether the funding sought, and individual line items identified in the budget, is necessary to the successful completion of the project
  - \_ whether two quotes have been attached for expenditure items over \$5,000 (excluding GST).
- Engages volunteers and the community in conservation activities and/or demonstrates community benefit.

Where relevant, an applicant's past performance under another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

## What expenses are eligible and ineligible?

The table below provides a list of eligible and ineligible expenses.

Eligible expenses (including but not limited to)	Ineligible expenses (including but not limited to)
<p>Examples of <b>eligible</b> expenses includes:</p> <ul style="list-style-type: none"> <li>✓ purchase and installation of irrigation systems</li> <li>✓ purchase of chemicals, soil and compost, trees and seedlings and tree guards</li> <li>✓ purchase and installation of fencing material</li> <li>✓ purchase of equipment and associated supplies to undertake pest control activities</li> <li>✓ purchase of other equipment and associated supplies to undertake activities related to the grant project</li> <li>✓ purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project</li> <li>✓ purchase of catering for volunteers participating in working bees</li> <li>✓ capital works (supported by technical advice) for environmental benefits</li> <li>✓ project administration directly related to the administration of this grant project – e.g. stationery, postage, office supplies, fuel and audit fees. Up to 10%. Excludes salaries for project administration</li> <li>✓ salaries and wages and other employee costs</li> <li>✓ contractor fees where there is a clearly demonstrated need for the contractor's services.</li> </ul>	<p>Examples of <b>ineligible</b> expenses include:</p> <ul style="list-style-type: none"> <li>✗ insurances (e.g. public liability, volunteer)</li> <li>✗ recurrent operational expenses (e.g. electricity, office rent/leases, rates, electricity rates, water rates, vehicle registration)</li> <li>✗ administration costs (exceeding 10% of original grant funding)</li> <li>✗ entertainment, event or celebration expenses</li> <li>✗ water sampling equipment</li> <li>✗ alcohol</li> <li>✗ gifts/sponsorship/membership fees</li> <li>✗ devolved grant funding</li> <li>✗ purchase of uniforms</li> <li>✗ purchase of land or buildings</li> <li>✗ purchase of a motor vehicle or a boat</li> <li>✗ fees related to attending conferences, workshops and events</li> <li>✗ expenses relating to substitute teacher fees</li> <li>✗ training expenses</li> <li>✗ concrete slabs</li> <li>✗ permits and licences</li> <li>✗ weather monitoring stations</li> <li>✗ signage</li> <li>✗ contingencies</li> <li>✗ school-based curriculum materials</li> <li>✗ consultancy fees.</li> </ul>

Applicants seeking funding for salaries and contractors must demonstrate in the application form why these are vital to the completion of the project.

Applicants seeking funding for significant capital works including contour banks, diversion banks, and levees are required to seek professional technical advice prior to submitting the application. This advice must be provided with the application. Please contact the department for more information.

Applicants must submit two quotes for expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why two quotes have not been attached. Please contact the department for more information.

## When will funds be available to successful applicants?

Funding is expected to be available to successful applicants late-2017, pending signing by both parties of a Grant Deed, and provision of all required documentation to the department. The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until acquittal.

If an applicant successfully applied for a grant under round one of the Community Sustainability Action grant program, funding may not be provided until previous projects have been completed and acquitted.

## What if I am not registered for GST?

Applications from organisations not registered for GST will not be prejudiced.

However, a grant of more than \$50,000 will not be provided for a project. Applicants not registered for GST should account for any costs associated with the GST component of goods and services procured in the total funding sought.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office on this matter. More information can be found at: <http://www.ato.gov.au/Business/GST/>.

## Where can I find out more information?

There are a range of websites available which may provide useful reference material for applicants during the development of an application:

1. Climate resilience for landscapes, ecosystems and biodiversity - <https://www.nccarf.edu.au/>.
2. Recovery/conservation plans - <http://www.ehp.qld.gov.au/wildlife/species-recovery/index.html>.
3. WetlandInfo - <http://wetlandinfo.ehp.qld.gov.au/wetlands/>.
4. Weeds - <https://www.daf.qld.gov.au/plants/weeds-pest-animals-ants/weeds>.
5. Threatened species - <http://www.ehp.qld.gov.au/wildlife/threatened-species/index.html>.
6. Regional NRM plans - <http://www.nrm.gov.au/regional/regional-nrm-organisations>.

## Any other questions?

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the Grants Coordinator, by telephone on (07) 3330 6360 or by email at [csagrants@ehp.qld.gov.au](mailto:csagrants@ehp.qld.gov.au).

Please note the department officer will be able to provide you with the best advice based on the information provided to them. All decisions relating to a grant application will be made based on the information contained in that application.

## Application and assessment stages

### STEP 1 – Prepare your application

Read and understand these grant guidelines.

Determine your organisation's eligibility as well as the eligibility of your planned activities. Call the department on telephone (07) 3330 6360 if you have a question relating to these guidelines or if you would like to discuss your application.

Set up a free online SmartyGrants account. All applications must be completed using SmartyGrants. Previous SmartyGrants users can use the same Smarty Grants account. A help guide for applicants is available at <http://help.smartygrants.com.au/display/help/Help+Guide+For+Applicants>

Start your application early to ensure you have enough time to gather supporting information such as quotes, letters of support and landholder's approval. Failure to provide relevant supporting documentation may affect the success of your application.

### STEP 2 – Submit your application

Submit your application via SmartyGrants by 4pm 21 August 2017.

All application must be submitted via SmartyGrants. If there is a reason why you are unable to submit an online application, please contact the Grants Coordinator to discuss.

No late applications or emailed/posted applications will be accepted.

### STEP 3 – Assessment of applications

Assessment will be undertaken by departmental staff and external representatives with relevant expertise.

Assessment will be based on the criteria identified in these guidelines.

Departmental staff involved in assessment will operate under the Queensland Public Service Code of Conduct.

External representatives will be required to sign a Conflict of Interest Declaration and a Deed of Confidentiality.

Note – any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

### STEP 4 – Results of applications

The Director-General, Department of Environment and Heritage Protection, is the decision-maker for all grants recommended for funding by the assessment panel.

The Minister for Environment and Heritage Protection will announce successful applicants.

Following the announcement, successful applicants will be listed on the department's website.

All applicants will be advised of the outcome of their submission by mail.

The department will email successful applicants regarding funding and seek further documentation as required.

All decisions are final. Applicants not granted funding can request feedback on their application by emailing [csagrants@ehp.qld.gov.au](mailto:csagrants@ehp.qld.gov.au).

## Conditions of these grants

### All projects

1. Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (\*). Failure to submit all required documents may result in your application being deemed ineligible.
  2. Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
  3. By submitting an application, the applicant agrees to abide by all of the terms and conditions of the grant in the guidelines.
  4. All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo or program logo must be approved by the department before going to print.
  5. Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
  6. All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements. Reports will be requested on at least a six-monthly basis.
  7. All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.
  8. All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to profit and loss statement, receipts for expenditure). This documentation must be provided to the department on request.
  9. Final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
  10. In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
  11. The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
  12. The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
  13. The approved organisation must comply with all terms and conditions in the grant deed.
  14. Applicants must be covered by at least the following insurance:
    - a. public liability insurance of a minimum of \$10 million
    - b. workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
  15. Any approved sponsoring organisation must remain the project sponsor for the duration of the project or until a new sponsor is approved and accepted by the department.
  16. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
  17. Funding will not be available prior to signing by both parties of a grant deed, along with the provision of all required documentation to the department.
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18. The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
19. A successful organisation will not receive more than one grant per round.
20. All projects must be completed within three years from the signing of the grant deed.

## Required documents

All applicants **must** submit the following with the application:

- Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site.
- Letters of commitment from partner organisations detailing the cash and in-kind support to be committed to the project (where applicable).
- Letter of commitment from the project sponsor (where applicable).
- Letter of commitment for maintenance (where applicable).
- Two quotes for relevant expenses (refer to the section title “What projects and activities are eligible?” under each category for more information). If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why quotes have not been provided. Failure to provide two quotes will be taken into consideration by the assessment when assessing the application and may therefore affect the success of the application.
- A detailed map and photographs of the project site location and the project activities location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur.
- A current copy of the:
  - a. Certificate of Incorporation
  - b. Charity Certificate from Australian Charities and Not-for-profits Commission, or
  - c. Certificate of Registration of Company from the Australian Securities and Investment Commission and a copy of the organisation’s constitution which establishes the organisation as a not-for-profit entity.
- Financial documents as follows:
  - a. The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number.
  - b. For organisations with no audited financial statement, a balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number, or
  - c. For organisations with a sponsor, their sponsor’s
    - i. balance sheet
    - ii. income and expenditure statement
    - iii. the last two bank statements, and
    - iv. signed audited financial statement and a bank statement showing the BSB and account number.
- Certificate of Currency for public liability insurance coverage of at least \$10 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).