



Nature Refuge Disaster Recovery Grant Guidelines

2022



Prepared by: Grants Administration, Corporate Services, Department of Environment and Science

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Overview

The Nature Refuge Disaster Recovery Grant program is providing funding to support nature refuges that were heavily impacted by the extraordinary disaster events that occurred during 2021–2022.

Applications will be assessed under a competitive process with grants of between \$2,500 and \$10,000 (excluding GST) available for eligible on-ground projects that rehabilitate and restore cyclone, rain and flood-affected environments and improve resilience for future disaster events. Up to \$300,000 in funding is available in this grant round.

Further details are provided in these guidelines, including information about eligibility and assessment criteria, project timeframes and reporting requirements, and advice about how to apply and what makes a good application.

Applications close at 4pm on Tuesday 6 December 2022.

The Nature Refuge Disaster Recovery Grant program is jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements (DRFA).

For more information, please email grantsadministration@des.qld.gov.au or contact the grants program office on (07) 3330 6360.

Guidelines

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to become familiar with the SmartyGrants online application system, and to read other supporting documentation before starting the process.

Program objective

This grant program provides funding to eligible nature refuges that were heavily impacted by the extraordinary disaster events that occurred during 2021–2022.

The grants support eligible nature refuge landholders to undertake on-ground projects that rehabilitate and restore cyclone, rain and flood-affected environments to maintain healthy ecosystems and improve resilience for future disaster events.

Applicants will need to demonstrate how their project will protect and enhance the significant natural and cultural resources of their nature refuge as outlined in their conservation agreement.

Application eligibility

To be eligible, applicants must be a current nature refuge landholder as noted on the property title.

Applications will be considered from nature refuges located in an eligible Queensland local government area that experienced one or more of the following eligible disaster events:

- Central, Southern and Western Queensland Rainfall and Flooding between 10 November 2021 and 3 December 2021
- Ex-Tropical Cyclone Seth between 29 December 2021 and 10 January 2022
- Southeast Queensland Rainfall and Flooding between 22 February 2022 and 5 April 2022
- Southern Queensland Flooding between 6 May 2022 and 20 May 2022.

A list of eligible local government areas and the related disaster event can be found in Appendix 1 of these guidelines. A map of the eligible local government areas that were impacted by the disaster event can be found in Appendix 2.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- Queensland Government agencies
- Australian Government agencies
- statutory bodies and authorities
- government owned corporations.

Available funding (GST exclusive)

Applicants may seek funding for grants of between \$2,500 and \$10,000 (excluding GST). Funding is provided as a GST exclusive amount.

If the applicant is not a GST registered Australian Business Number (ABN) holder, the Department of Environment and Science (department) cannot pass on the GST component

of project costs and the applicant will need to cover the GST component. In such cases, the GST component can be used as part of the landholder contribution.

If the applicant is GST registered, the department will automatically pass on the GST component of project costs.

Successful applicants without an ABN may need to complete a Statement by Supplier form from the Australian Taxation Office (ATO). Contact the [ATO](#) for more information.

Landholder contributions

Contributions can be in the form of in-kind or financial support, or a combination of both.

An in-kind contribution is where the landholder contributes their project management time and/or physical labour, own machinery or project materials. In-kind contributions are valued at the current market rate per hour which is \$41.72.

Financial contributions involve the landholder paying for materials or contract labour at their own expense.

Project timeframes

Project activities must be completed by 30 April 2024 from the date the Grant Agreement is signed by both the recipient and the department. Please refer to the Grants terms and conditions section of this document for more information about grant agreements.

Eligible projects and activities

Eligible projects are those that:

- undertake activities based within an impacted eligible local government area as listed in Appendix 1 of these guidelines and
- directly or indirectly assist the recovery of nature refuges from those specified disaster events (see Application eligibility) and increase disaster resilience.

Eligible nature refuge landholders can apply for grant funding for the following land management activities:

- Managing the impacts of flooding on the nature refuge and conserving the area's significant cultural and natural resources.
- Restoring flood impacted areas to a more resilient landscape, including the revegetation of degraded areas and re-establishment of vegetation corridors.
- Surveying areas affected by the disaster events through research, data collection and mapping to assess the level of impact and opportunity for recovery.
- Controlling environmental weeds to rehabilitate disaster impacted native vegetation areas (including biological control methods, declared pest plants, and where legal obligations to control apply).
- Developing and implementing pest animal or pest plant management plans or programs.
- Activities that are wholly within the nature refuge boundary, and/or outside the boundary if it can be demonstrated there will be direct environmental benefit to the

recovery of the nature refuge.

- Other activities relevant to conserving and managing the nature refuge's value will also be considered. For example, this may include activities related to fire management, ecological surveys, off-stream stock watering points where a sensitive watercourse/wetland has been fenced off, erosion control and reducing sediment loss, wildlife monitoring.

Ineligible projects and activities

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

- are undertaken on nature refuges owned by Queensland Government agencies, Australian Government agencies, statutory bodies and authorities or government owned corporations.
- cannot be demonstrated to provide a clear environmental benefit to the nature refuge
- undertake recovery actions that generate a further risk to the environment
- are not permitted under the conservation agreement for the nature refuge
- are a condition of a development approval, rehabilitation order or an offset requirement under a government offset policy
- are the normal or legal responsibility of the landholder except for activities that involve pest plant control (e.g. maintenance of buildings)
- are deemed to be landscaping for private or scenic amenity
- are commercial in nature for the applicant
- are eligible for reimbursement under other funding sources, for example, insurance and other DRFA funding relief measures including Counter Disaster Operations and Emergency Works
- are unrelated to the significant disaster events as listed in Appendix 1.

Eligible expenses

Costs eligible for funding under this round include, but are not limited to:

- hire of specialised equipment essential to complete the project
- minor equipment purchases (e.g. mattocks, work gloves, other PPE)
- fuel for landholder's own heavy machinery (e.g. grader, dozer)
- purchase of herbicide, surfactants and/or registered dyes
- purchase of native tube stock, stakes and mulch for revegetation (note that plant species will need to be approved by the department prior to planting)
- fees for engagement of suitably experienced and qualified contractors/consultants for the delivery of eligible projects and activities (e.g. pest management contractor)
- reimbursement of works that were commenced or completed post the event and prior to the submission of the funding application
- inspection costs to gather data on the extent of the impact on the nature refuge

Ineligible expenses

Costs ineligible for funding under this round include, but is not limited to:

- the nature refuge landholder's own labour or labour provided by friends or relatives (this would contribute to the in-kind contribution)
- purchase of any motor vehicles (registered or unregistered)

- purchase of new equipment that has a life that extends beyond the life of the project (for example, monitoring cameras, drones, weed spray units and fencing materials)
- costs of servicing equipment (note that servicing costs can be counted towards your contribution)
- payment of property or equipment running costs (for example, insurances, permit fees, vehicle registration and property rates)
- legal expenses
- costs that are reimbursable under other funding sources, such as business continuity, insurance, alternative DFRA relief measures or costs recouped through the sale of salvaged assets.

Application process

Applicants are required to submit the application and all supporting documentation in full by the submission deadline. All applications must be submitted using [SmartyGrants](#), the department's online grants administration program. Only one grant application per nature refuge will be accepted.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can login using your existing details. The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form. If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.

Application requirements

All applications must include the following:

- A detailed budget outlining a breakdown of item costs for the funding sought and the details of your contribution (in-kind or financial). Refer to Appendix 3 in this document for an example project budget.
- Detailed quotes for any materials or proposed use of contractors. A copy of the quotes must be attached to the online application. Materials or contractors costing more than \$5,000 (excluding GST) require two quotes to be attached.
- Validation of all in-kind costings (for example, market evidence of materials, equipment and labour costs).
- Evidence of, or commitment to obtain, public liability insurance coverage of at least \$20 million (in total and per incident) that is current and remains current for the duration of the project.
- A project timeframe where activities are to be completed by 30 April 2024.
- A property map clearly defining the location and extent of the project on the nature refuge. Maps can be hand drawn or created using an online program such as [Queensland Globe](#). Contact your local Private Protected Area Program officer if you require assistance. Refer to Appendix 3 for an example project map.
- The applicant must inform the department if they intend to sell or otherwise transfer the land or part of the land on which the proposed project is undertaken, during the time in which the proposed project is planned to be delivered.

Tips for a successful project

When planning a project, applicants should ensure:

- these guidelines have been read and all Application requirements and Grant terms and conditions can be met
- project outcomes are clear and well-defined
- the project activities directly or indirectly assist the recovery of the nature refuge and increase disaster resilience
- receipts and evidence are attached to the application if seeking reimbursement of commenced or completed work (e.g. before and after photos of recovery work)
- the project demonstrates clear environmental benefits to the nature refuge
- the project can be realistically completed prior to 30 April 2024
- there is capacity to maintain the project outcomes once the project is completed.

Please contact the department if you require clarification or have any questions about the application process, or the suitability of your proposed project. Refer to the Contact information section of these guidelines for details).

Assessment criteria

All applications will be assessed on the following criteria:

1. Meets the program objective (as outlined on page 5 of these guidelines)

Taking into consideration the extent the application:

- will undertake on-ground projects that rehabilitate and restore cyclone, rain and flood-affected environments of the nature refuge to maintain healthy ecosystems and improve resilience for future disaster events
- will undertake on-ground activities to protect and enhance the conservation values of the nature refuge
- demonstrates clear environmental benefits to the nature refuge.

2. Demonstrates a clear project management approach

Taking into consideration the extent the application:

- clearly details the project's objectives, why the project is important (e.g. the scale of the problem seeking to be resolved under the grant and/or the impacts on the nature refuge's environmental values) and likely potential outcomes
- clearly explains the proposed project activities and a detailed and reasonable timeframe to complete the activities by 30 April 2024
- demonstrates the nature refuge landholder's capability and capacity for delivering the project scope and in the administration of grant funding
- demonstrates the capacity to manage the project and maintain project outcomes into the future.

3. Represents value for money

Taking into consideration:

- the scale of the proposed project and activities versus the funding sought
- cost of the project versus the time and resources requested
- whether there is a landholder contribution of additional financial or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for successful completion of the project
- whether quotes have been provided for contractor costs and any other expenditure items.

Where relevant, an applicant's past performance under another grant programs managed by the department—including if there are any outstanding reports or acquittals—will be taken into consideration. This includes any previous projects funded through the Private Protected Area Program (PPAP) for the nature refuge (e.g. Nature Refuge Landholder Grant rounds, Nature Refuge Fire Management Planning grant, NatureAssist, Koala Nature Refuge Program).

Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision-maker for all funding recommendations.

Application outcome

All applicants will be advised of the outcome of their submission in writing.

Details, including the name of the successful applicants, funding allocated, and project location and description, will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the grants coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of these guidelines).

Unsuccessful applicants can request feedback on their application by emailing grantsadministration@des.qld.gov.au

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing grantsadministration@des.qld.gov.au

Funding availability

Funding is expected to be available from early 2023. Successful applicants will receive funding once both parties have signed the grant agreement and all required documentation has been received by 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 project acquittal.

Grants terms and conditions

Grant agreements

- Successful applicants must enter into (sign) a grant agreement with the department which outlines the terms and conditions for the funding received.
- The grant agreement is prepared by the department using information provided in the application form and in consultation with the approved recipient.
- The grant agreement will specify the financial and operational requirements of the grant.
- All successful applicants must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties have signed the grant agreement, along with the provision of any additional required documentation to the department.

Successful applicant process

- The applicant must return the signed grant agreement within four weeks of receiving the draft grant agreement, or the offer may be withdrawn.
- Successful applicants will be required to provide the following documentation prior to release of any grant funding:
 - Evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the project duration.

- An invoice to the department for the approved first payment amount which will be stated in the grant agreement.
- A copy of a recent bank statement to confirm the BSB and account details which the recipient is required to include on the invoice submitted to the department.
- Copies of appropriate approvals and permits needed for the funded activities. Projects that involve flora or fauna surveys/monitoring may require permitting under the Nature Conservation (Protected Areas Management) Regulation 2017.
- Successful applicants may need to complete a conflict of interest declaration prior to the release of any funding.
 - A conflict of interest exists 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.
- Changes to the agreed project will require the successful applicant to contact the department and apply for a variation 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.
- 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.
- Funds granted must be spent for the purposes stated in the application form and grant agreement.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant agreement.
 - Funding may be provided in milestone payments with a final payment withheld until the project has been completed and the department has accepted acquittal documentation.
 - All project activities must be completed prior to 30 April 2024.

Reporting requirements

- Monthly progress reporting will be required under this round of grant funding. These requirements are detailed in the Additional requirements of this funding section of these guidelines.
- All grant recipients must complete and submit a completion report within 30 calendar days after the completion date of the project. This report will be provided by the department to recipients through SmartyGrants during the course of the project.
- Income and expenditure statement and tax invoices or other evidence of expenditure (i.e. receipts) must be provided with the completion report as evidence of all grant funding expenditure.
- 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 must be approved by the department before going to print.
- The applicant must allow departmental officers to conduct site inspections to inspect project progress if requested.

- The applicant must allow departmental officers to use information/images relating to the project for promotional or other purposes. Applicants will be consulted before images are used for promotional materials.
- Any fauna or flora data collected through funded projects is to be made available to the department for entry into its WildNet database.

Additional requirements of this funding

- All grant recipients must complete monthly progress reporting. This is required at the end of every month for the duration of the project. This report will be provided by the department to recipients through SmartyGrants and will include:
 - actual expenditure reported against the grant funding
 - percentage of project completed
 - project milestones achieved to date
 - any forecasted variances in activities, cost or time
 - report to be signed off by the authorised accountable officer (nature refuge landholder).
- A Project Plan and a Monitoring and Evaluation Plan must be developed for each approved project and will be included as an annexure to the grant agreement.

Announcement of successful applicants

- Successful recipients are to treat their funding as confidential prior to the announcement by the department of the successful applicants. This means no media or public announcements of the project until the Queensland Government has announced them.
- Following the announcement, successful applicants will be listed on the Queensland Government website.
- All applicants will be advised of the outcome of their submission in writing.

Privacy

The Department of Environment and Science is collecting personal information to assist the Nature Refuge Disaster Recovery Grant program assessment panel review funding applications and to prepare a grant agreement, should your application be successful.

All personal information provided in the application form, including all attachments, will be provided to the following parties for assessing the application:

- members from other Queensland Government agencies
- external assessment panel members (e.g. industry experts).

Where necessary, information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, will be provided to the Queensland Reconstruction Authority and the Australian Government under the Disaster Recovery Funding Arrangements (DRFA).

Information contained in your application may also be provided to the Minister for Environment and Science and the minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

If your application is successful, the following information will be published on the Queensland and Australian Government websites, and potentially on Queensland and Australian Government social media channels:

- nature refuge's name
- total amount of funding allocated
- project name, suburb location and description.

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.

The grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, please contact the department's [Right to Information Services unit](#) by email rtiservices@des.qld.gov.au

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email privacy@des.qld.gov.au.

Contact information

Should you have any questions relating to your nature refuge conservation agreement and the suitability of proposed grant activities, please contact the Private Protected Area Program by email at naturerefuge@des.qld.gov.au.

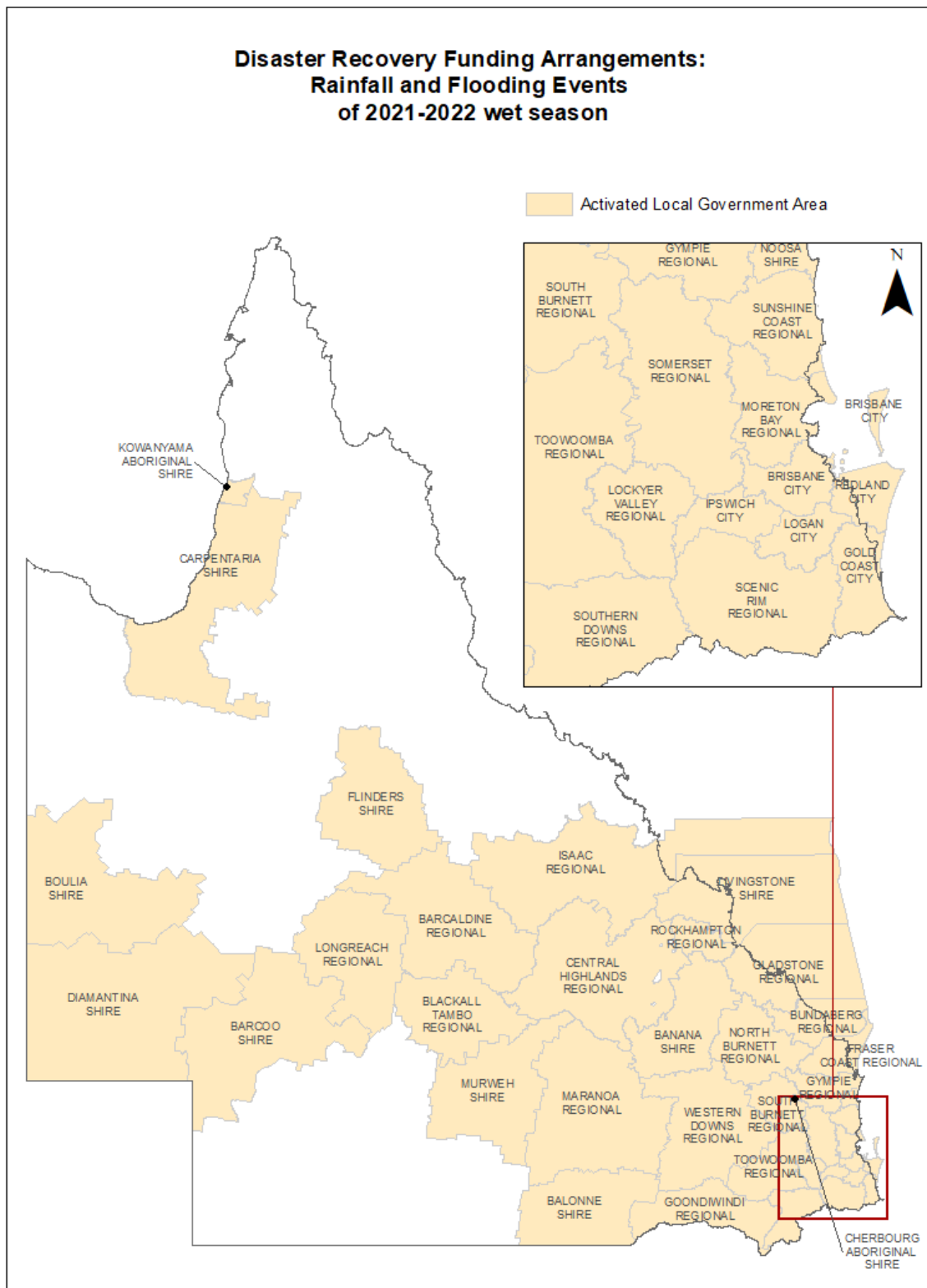
If you have any questions relating to grants or these guidelines, please contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@des.qld.gov.au.

The grants coordinator will be able to provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

Appendix 1—List of eligible local government areas and related disaster events

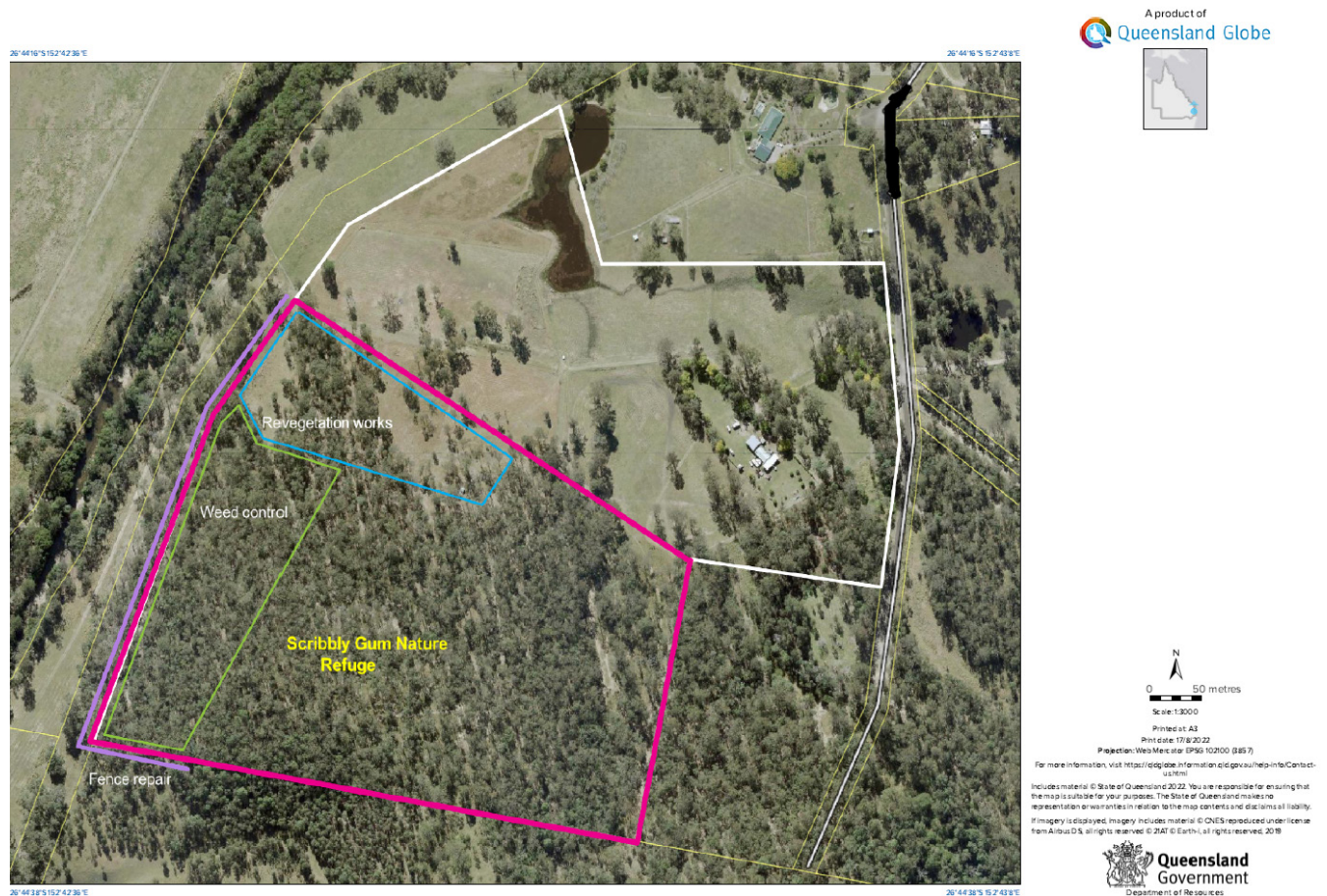
Local government area (LGA)	Central, Southern and Western Qld Rainfall and Flooding: 10 Nov–3 Dec 2021	Ex-Tropical Cyclone Seth: 29 Dec 2021–10 Jan 2022	SEQ Rainfall and Flooding: 22 Feb–5 Apr 2022	Southern Queensland Flooding: 6–20 May 2022
Balonne Shire Council	✓		✓	✓
Banana Shire Council	✓			
Barcaldine Regional Council	✓			
Barcoo Shire Council	✓			
Blackall Tambo Regional Council	✓			
Boulia Shire Council	✓			
Brisbane City Council			✓	✓
Bundaberg Regional Council	✓	✓	✓	✓
Carpentaria Shire Council		✓		
Central Highlands Regional Council	✓			
Cherbourg Aboriginal Shire Council		✓	✓	
City of Gold Coast		✓	✓	✓
Diamantina Shire Council	✓			
Fraser Coast Regional Council		✓	✓	✓
Flinders Shire Council	✓			
Gladstone Regional Council			✓	✓
Goondiwindi Regional Council	✓		✓	✓
Gympie Regional Council	✓	✓	✓	✓
Ipswich City Council			✓	✓
Isaac Regional Council	✓			
Kowanyama Aboriginal Shire		✓		
Livingstone Shire Council				✓
Lockyer Valley Regional Council	✓		✓	✓
Logan City Council			✓	✓
Longreach Regional Council	✓			
Maranoa Regional Council	✓			
Moreton Bay Regional Council			✓	✓
Murweh Shire Council	✓			
Noosa Shire Council	✓		✓	
North Burnett Regional Council	✓	✓	✓	✓
Redland City Council			✓	
Rockhampton Regional Council				✓
Scenic Rim Regional Council	✓		✓	✓
Somerset Regional Council	✓		✓	✓
South Burnett Regional Council	✓	✓	✓	✓
Southern Downs Regional Council	✓		✓	✓
Sunshine Coast Regional Council			✓	
Toowoomba Regional Council	✓		✓	✓
Western Downs Regional Council	✓		✓	✓

Appendix 2— Map of eligible local government areas and related disaster events



Appendix 3—Example project map

This map was created using the free online application [Queensland Globe](#).



Example project budget

- A good project budget table will show the itemised breakdown of costs for the grant funding requested and the landholder contribution.
- Quotes and evidence of market value must be attached to your online application to support all costs outlined in the budget table for grant funding requested and landholder contribution.
- Applicants that are not GST-registered may include the GST component as part of their landholder contribution, as demonstrated in [blue text](#) in the below example

Activity	Grant funding requested (GST excl.)	Landholder contribution	Total project cost
Project management (8hrsx\$41.72)	\$0.00	\$333.76	\$333.76
Contractor to re-establish damaged access tracks (purple line on map)	\$1,200.00	\$120.00	\$1,320.00
Weed control contractor	\$3,500.00	\$350.00	\$3,850.00
Purchase mulch 30m ³	\$720.00	\$0.00	\$720.00
Spread mulch (bobcat)	\$0.00	\$300.00	\$300.00
Purchase native tubestock (400x\$2.20)	\$880.00	\$0.00	\$880.00
Plant tubestock and maintain revegetation areas (25hrsx\$41.72)	\$0.00	\$1,043.00	\$1,043.00
Total	\$6,300.00	\$2,146.76	\$8,446.76