



QUEENSLAND **THREATENED SPECIES** RECOVERY ACTION GRANTS

GUIDELINES

Prepared by: Grants Administration, Department of Environment and Science

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Contents

Overview.....	4
Guidelines for applicants.....	5
Program objective—Recovery action for Queensland’s threatened species.....	5
Threatened species classifications.....	5
Collaborations.....	5
Application eligibility.....	6
Ineligible applicants.....	6
Project sponsor eligibility.....	6
The term sponsor is interchangeable with the term auspice.....	7
Available funding.....	7
Project timeframes.....	7
Eligible projects and activities.....	7
Ineligible projects and activities.....	7
Eligible expenses.....	8
Additional information about project expenses.....	8
Ineligible expenses.....	9
Landholder permission.....	9
Resources.....	10
Application guidance.....	11
Applications and GST.....	12
Assessment criteria.....	12
Application assessment.....	13
Application outcome.....	13
Funding availability.....	13
Required documents.....	14
Further information.....	15
Privacy statement.....	15
Grant terms and conditions.....	16

Overview

The Threatened Species Recovery Action Grants provide funding from a minimum of \$50,000 (excluding GST) and up to \$100,000 (excluding GST) to eligible recipients for on-ground projects which contributes towards the recovery of Queensland's threatened flora and fauna species. It is anticipated that an allocation of \$500,000 will be made in this round.

For the purposes of this grants program, threatened species are classified as those listed as threatened under the Queensland *Nature Conservation Act 1992* (NCA) or those that occur in Queensland and are listed as threatened under the Commonwealth Government's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Projects funded will be those that undertake evidenced-based on-ground management activities directly contributing to the protection and recovery of one or more threatened species in the wild. Projects should give effect to recovery actions that are identified in a Recovery Plan, Conservation Advice, or Threat Abatement Plan and should align with the outcomes identified in the department's [Threatened Species Program 2020-2040](#). This may include, but not be limited to projects which seek to:

- mitigate impacts on threatened species and habitats
- reduce threats to threatened species
- restore and connect threatened species habitats
- recover threatened species.

The Threatened Species Program 2020–2040 has a strong focus on bringing people together to support species recovery. Applicants are encouraged to work with a Threatened Species Recovery team (where applicable) or with stakeholders that bring together species recovery expertise with conservation land management experience to co-design and collaborate on projects.

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

Applications close at 4pm on Thursday 18 January 2024.

For more information contact grantsadministration@des.qld.gov.au.

Guidelines for applicants

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to familiarise themselves with the SmartyGrants online application system and other supporting documentation before beginning the application. Application information is available at [Threatened Species Grants webpage](#).

Program objective—Recovery action for Queensland’s threatened species

This grants program provides funding to eligible recipients to undertake evidenced-based on-ground management activities that contribute towards the protection and improved recovery of one or more of Queensland’s threatened flora and fauna species in the wild. This includes terrestrial and aquatic environments.

Applicants will need to demonstrate that these activities are supported by a Recovery Plan, Conservation Advice, or Threat Abatement Plan.

Threatened species classifications

The NCA regulations and the EPBC Act provide a list of species that have been classified as threatened and listed in the following categories:

- extinct
- extinct in the wild
- critically endangered
- endangered
- vulnerable.

Further information [about threatened species under the NCA regulations](#) is available in Schedule 1 of the *Nature Conservation (Animals) Regulation 2020* and Schedule 1 of the *Nature Conservation (Plants) Regulation 2020*.

Further information about [threatened species under the EPBC Act](#) is available on the Australian Government website.

Collaborations

Two or more organisations may collaborate on a single project. The applicant organisation must be an eligible organisation and is to take the lead on project management, budget and reporting requirements for the duration of the funding agreement activities.

A letter of commitment will be required from the accountable officer of each collaborating organisation which provides details of the organisation’s involvement in the project. Government agencies and local government authorities may collaborate in support of applications.

Collaborative proposals that bring together diverse expertise in species recovery and conservation land management and/or demonstrate support from multiple stakeholders will be highly regarded.

Application eligibility

The following applicants are eligible to apply for a grant in their own right:

- properly established incorporated associations (incorporated under the *Associations Incorporation Act 1981*)
- Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit organisations registered under the *Corporations Act 2001*
- Indigenous corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- Natural Resource Management (NRM) bodies
- tertiary education institutions administered by the Commonwealth or State.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- statutory bodies and authorities
- Australian Government agencies
- Queensland Government agencies
- political parties or lobbyists
- local government authorities
- schools (government and non-government schools)
- other organisation not listed above may also be considered ineligible. Please refer to the Application Eligibility section for a full list of eligible organisations.

Project sponsor eligibility

The following entities are eligible to apply for a grant with a project sponsor:

- Unincorporated organisations
- Unregistered charities and not-for-profit organisations

Project sponsors must be one of the following organisations:

- an organisation eligible to apply for funding in their own right
- schools (government and non-government schools)
- a local government authority.

Project sponsors must take full responsibility for the legal and financial accountability of the project, including signing the grant agreement and/or any declarations and are required to approve all project related reporting. They are required to provide evidence of insurance for the lifetime of the grant period.

A letter from the project sponsor signed by an accountable officer must be included with the application which specifies that the organisation is willing to be the sponsor for the duration of the project.

Project sponsors are not able to financially benefit from the grant funding, however, a sponsor may be engaged by the applicant for any administration component of the project as outlined under eligible expenses in these guidelines.

An organisation may sponsor more than one project as well as submitting an application in their own right (subject to the criteria specified above under 'Application eligibility').

The term sponsor is interchangeable with the term auspice.

Available funding

Applicants may seek funding for grants from a minimum of \$50,000 (excluding GST) and up to \$100,000 (excluding GST).

Project timeframes

Projects must be completed by 30 June 2026.

Eligible projects and activities

Projects funded will be those that undertake evidenced-based on-ground management activities directly contributing to the protection and recovery of one or more threatened species in the wild. Projects should give effect to recovery actions that are identified in a Recovery Plan, Conservation Advice or Threat Abatement Plan. This may include, but are not limited, to projects that will:

- mitigate impacts on threatened species and habitats
- reduce threats to threatened species
- restore and connect threatened species habitats
- recover threatened species.

Applicants are encouraged to work with a Threatened Species Recovery team (where applicable) or through collaborative stakeholder groups that bring together species recovery and conservation land management expertise.

Projects should align with ongoing on-ground work, either work that has already commenced or work that will occur following this project.

Projects that include a monitoring component will only be considered if the monitoring is directly evaluating the effectiveness of the on-ground management activity. Monitoring or survey activities solely focused on species presence, absence, abundance, population estimates or trajectories are not eligible.

Ineligible projects and activities

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

- projects undertaken entirely outside of Queensland, or on species that do not occur in Queensland
- projects that do not have a primary aim of implementing on-ground recovery actions to benefit threatened species, such as research-focused projects, experimental activities or threatened species surveys and monitoring solely focused on species presence, absence, abundance, population estimates or trajectories
- projects involving translocation or captive breeding of fauna species
- project involving translocation or establishing seed banks/seed orchards for flora

- species
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation that will then disseminate this funding to other organisations or individuals to complete work).

Eligible expenses

Eligible expenses (as they relate to the approved project) include but are not limited to:

- purchase of equipment and associated supplies to undertake activities directly related to the grant project
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- capital works (supported by technical advice) for environmental benefits
- up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration. Where applicable, an applicant may engage their project sponsor for project related administration costs (within 10% of the grant funding as outlined above)
- fuel (purchase of fuel cards is ineligible)
- salaries and wages and other employee costs (including salary on-costs such as leave and superannuation)
- contractor fees where there is a clearly demonstrated need for the contractor's services
- hire of vehicle or boats to undertake activities directly related to the grant project, including the hire of organisation-owned vehicles or boats.

Additional information about project expenses

Please note the following information when preparing your budget.

Quotes

Applicants must submit two quotes for contractor costs, hire of vehicle or boats and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel to 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 provided.

Applicants seeking funding for salaries

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

Applicants seeking funding for capital works

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.

Ineligible expenses

Ineligible expenses include but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer)
- recurrent operational expenses and operational on-costs (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance)
- costs related to the ongoing maintenance of a motor vehicle including but not limited to registration fees, vehicle insurance and repairs and maintenance
- administration costs exceeding 10% of original grant funding
- entertainment, event or celebration expenses
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of fuel cards
- purchase of land or buildings
- purchase of a motor vehicle or a boat (motorised)
- fees related to attending conferences, workshops and events
- school-based curriculum materials
- training expenses
- permits and licences
- consultancy fees.

Landholder permission

Private or council land

Organisations seeking to undertake a project on private or council land must obtain written approval to conduct the project from the relevant landholder prior to submitting their application.

First Nations peoples

Applicants are strongly encouraged to consult with and consider collaborating with the Traditional Custodians of the Country on which their project is proposed to occur. First Nations peoples have significant knowledge of Country and can provide valuable depth to projects. Details of consultation undertaken should be included in the application documentation.

Queensland Globe (<https://qldglobe.information.qld.gov.au>) includes native title and cultural heritage layers to help locate contact details for the Traditional Custodians of the Country on which a project is located.

Queensland national parks and state forests

Projects can be conducted on Queensland national parks and state forests. Queensland Government agencies are ineligible to apply in their own right but may collaborate in support of an application.

Organisations seeking to undertake a project on a Queensland national park or state forest must obtain written approval to conduct the project from the relevant Principal Ranger, Queensland Parks and Wildlife Service (QPWS), prior to submitting their application. This letter must state the name of the national park/s or state forest/s, list the specific activities involved in the project for which approval is granted and, where applicable, details of QPWS involvement in the project.

Other State land

Organisations seeking to undertake a project on State land must obtain written approval to conduct the project from the relevant Queensland Government agency prior to submitting their application.

Resources

Both the department and the Australian Government Department of Climate Change, Energy, the Environment and Water have information available to help you complete your application.

Threatened species lists

- List of Australian threatened fauna under the EPBC Act
<http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=fauna>
- List of Australian threatened flora under the EPBC Act
<http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora>
- Further information about [threatened species listed under the EPBC Act](#) is available on the Australian Government website.
- [List of Queensland threatened fauna and flora under the NC Act](#)
- Further information about threatened species listed under the NC Act regulations
<https://environment.des.qld.gov.au/wildlife/threatened-species/>

Recovery plans

- List of Recovery and conservation plans
https://environment.des.qld.gov.au/wildlife/threatened-species/recovery_conservation_plans.

Species experts

- Email the Department of Environment and Science
threatened.species@des.qld.gov.au

Other information

- Atlas of Living Australia <https://www.ala.org.au/>
- WildNet <https://www.qld.gov.au/environment/plants-animals/species-information/wildnet>

Application guidance

Applicants will be required to demonstrate how their project directly contributes to the protection or recovery of a threatened species and provides an ongoing benefit for a threatened species.

Where possible, applicants should ensure that their proposed project activities are supported by a Recovery Plan, Conservation Advice or Threat Abatement Plan.

It is strongly preferred that applicants also seek expert advice and work with a recovery team or other species expert to ensure that the planned activities are suitable for the threatened species and that project activities are informed by current scientific knowledge/evidence.

A recovery team is a collaboration of partners who work together to guide the implementation of a recovery plan or a program to protect one or more threatened species. It can be a good source of advice when determining appropriate action for the recovery of a threatened species and may be a useful partner throughout the life of the project.

Details of this expert advice should be provided with the application.

Projects that undertake actions that have co-benefits to more than one threatened species will be highly regarded.

Projects most likely to sustain long term benefits will be highly regarded (e.g. likely to result in activities that may benefit threatened species beyond the project implementation timeline).

Projects which leverage the funding to generate additional cash and in-kind investment will be considered more favourably, but cash co-investment is not a requirement for application.

It is strongly recommended that applicants commence their applications early to enable timely consultation with appropriate experts, expert bodies and other stakeholders.

Successful applicants will need appropriate approvals and permits relating to flora and/or fauna.

Application process

Applicants are required to submit their 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.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can log in 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.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the ATO.

Where an applicant is not registered for GST, the budget may include the GST as a cost component of the grant.

For advice on GST, please seek assistance from the [Australian Tax Office](#).

Contact grantsadministration@des.qld.gov.au for further information.

Assessment criteria

Projects will be assessed on the following weighted assessment criteria:

1. Meets the objectives of the program—40%

This includes the extent to which the proposed project:

- will provide a direct on-ground benefit for a Queensland threatened species in the wild
- demonstrates how the project activities align or support an existing recovery plan, conservation advice or threat abatement plan
- demonstrates that the project has the support of a recovery team or species expert/s
- demonstrates how the project represents best practice
- provides details on the extent of co-benefits to more than one threatened species
- demonstrates collaborative stakeholder representation that brings together species recovery and conservation land management expertise.

2. Demonstrates a clear project management approach and governance arrangements—30%

This includes the extent to which the application:

- clearly details the project's objectives, why the project is important, and likely potential outcomes
- demonstrates organisational and project team capability and capacity for delivering the project
- provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities
- demonstrates commitment from collaborating organisations to delivering the project
- clearly details how the project will be monitored and how results will be evaluated and reported
- provides a commitment to maintain the project deliverables beyond the life of the project or can demonstrate there will be ongoing benefit to the species.

3. Represents value for money—30%

This includes the extent to which the application:

- details the cost of the project versus the resources requested
- whether there is a contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary and adequate for the successful completion of the project
- whether the funding will build on recovery work that has already commenced or if the funding will commence the first stage of a longer-term recovery program
- whether two quotes have been provided for contractor costs, hire of vehicle or boats and any other expenditure items over \$5,000 (excluding GST).

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.

Application assessment

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external conservation experts. 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 application in writing by email. Details including the name of successful applicants, funding allocated, location of the project and a description of the project 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 this guideline).

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 May 2024 and will only be provided once all parties have signed the grant agreement and provided 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 project acquittal.

Required documents

- Eligibility documentation for your organisation (or your project sponsor if relevant) is as follows:
 - a) Incorporated Association—a copy of the Certificate of Incorporation
 - b) Registered Charity—a copy of the charity certificate from the Australian Charities and Not-for-profits Commission
 - c) Not-for-profit entity (not registered with the ACNC)—a copy of the Certificate of Registration of Company from ASIC and a copy of the organisation's constitution
 - d) Indigenous Corporation—a copy of the Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation.
- A letter of support from the project sponsor (if applicable)
- A letter of support from the project partner/s (if applicable)
- A letter of support from the recovery team or relevant expert
- Two quotes for expenses exceeding \$5,000 (excluding GST)
- Evidence of commitment of cash and in-kind contributions (such as letters from contributors)
- 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.
- Where applicable, appropriate permission from landholders and/or Traditional Custodians to undertake the proposed activity on the site. For national parks and state forests, a written acknowledgement from the Principal Ranger of the relevant area.
- You may be requested to provide evidence of currency of [DES scientific permits and authorisations](#) or proof that you have taken action to renew permits and authorisations if they expire prior to the end date of the project
- Financial documentation for your organisation as follows:
 - a) The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number or, for organisations without an audited financial statement;
 - b) balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants will be required to provide the following prior to release of any grant funding:

- Certificate of Currency for public liability insurance coverage of at least \$20 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).

Further information

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact grantsadministration@des.qld.gov.au.

The department can 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.

Privacy statement

The department is collecting personal information in the application for Threatened Species Recovery Action Grants to assess your application for funding and prepare a grant agreement, should your application be successful.

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

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Minister for the Environment and the Great Barrier Reef and Minister for Science and Minister for Multicultural Affairs (the Minister) and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Queensland Government website:

- your organisation's name
- total amount of funding allocated
- project name, location and description.

Your 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, you may contact [Right to Information Services](#).

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.

Grant terms and conditions

Applying for the grant

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.

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

Applicants must be covered by at least the following insurance:

- public liability insurance of a minimum of \$20 million
- workers and volunteers under the Queensland *Work Health and Safety Act 2011*.

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.

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

A maximum of one grant per successful applicant can be provided: however, more than one application per organisation can be submitted.

Tertiary education institutions administered by the Commonwealth or State can receive more than one grant; however only three grants per institution can be provided.

A sponsor may sponsor one or more projects and may receive a grant in its own right.

Grant agreements and the provision of funding

A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor. The grant agreement will specify the financial and operational requirements of the grant.

All recipients must comply with all terms and conditions in the grant agreement. Funding will not be available until both parties sign the grant agreement and provide any additional required documentation to the department.

The project activities cannot commence until both parties have signed the grant agreement and the additional required documentation is received by the department.

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.

Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant agreement. Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation. The date and value of the milestone payments will be negotiated however the final decision will be made by the department.

Funds granted must be spent for the purposes stated in the application form and grant agreement. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the department's 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.

All projects must be completed by 30 June 2026.

Reporting requirements

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. 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.

All grant recipients are required to submit threatened species records collected as part of the project as per the department's requirements.

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 and receipts for expenditure). This documentation must be provided to the department on request.

Grants exceeding \$50,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion.

All promotional material and scientific publications 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.

Announcement of successful applicants

The Minister will announce successful applicants. Following the announcement, successful applicants will be listed on the Queensland Government website.

All applicants will be advised of the outcome of their application in writing. Successful recipients are to treat their funding as confidential prior to the announcement by the Minister of the successful applicants. This means no media or public announcements of the project may be made until the Minister has announced the outcomes of this funding round.