Pilot Projects Program
Guidelines
Prepared by: Department of Environment and Science

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 3.0 Australia (CC BY) licence.

Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms.
You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.
For more information on this licence, visit http://creativecommons.org/licenses/by/3.0/au/deed.en

Disclaimer
This document has been prepared with all due diligence and care, based on the best available information at the time of publication. The department holds no responsibility for any errors or omissions within this document. Any decisions made by other parties based on this document are solely the responsibility of those parties. Information contained in this document is from a number of sources and, as such, does not necessarily represent government or departmental policy.

If you need to access this document in a language other than English, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Library Services on +61 7 3170 5470.

This publication can be made available in an alternative format (e.g. large print or audiotape) on request for people with vision impairment; phone +61 7 3170 5470 or email library@des.qld.gov.au.
## Contents

Overview ........................................................................................................................................... 1  
Objectives ......................................................................................................................................... 1  
Program design .................................................................................................................................. 1  
Further information .......................................................................................................................... 1  
Kickstarting the market projects ....................................................................................................... 2  
Guidelines for applicants .................................................................................................................. 3  
Application and assessment stages .................................................................................................... 6  
Catalysing action projects .................................................................................................................. 7  
Guidelines for applicants .................................................................................................................. 9  
Application and assessment stages .................................................................................................... 13  
Appendix 1 ....................................................................................................................................... 17
Overview

Queensland’s Land Restoration Fund (LRF) will be a new approach to valuing and managing our natural capital assets.

Objectives

The Queensland Government will establish the Land Restoration Fund to directly support Queensland-based land sector carbon abatement projects that deliver co-benefits. By fostering new economic activities and through new commodities such as carbon and other environmental credits, the LRF will seek to support a commercially and environmentally sustainable agricultural sector that will generate new job and revenue possibilities for regional Queensland.

The objectives of the Land Restoration Fund are to:

- facilitate a pipeline of Queensland-based carbon offset projects
- deliver environmental, social, cultural and economic co-benefits
- support research and development of emerging carbon opportunities specific to Queensland.

The Land Restoration Fund’s Project Management Office is providing funding of up to $5 million for projects that contribute to strengthening the foundations for a flourishing market for carbon and other ecosystem services in Queensland.

This funding program will seek to contribute to the LRF’s long-term goals by funding projects that broaden the application and scope of the existing carbon farming industry in Queensland. By supporting on-ground projects that provide proof of concept for co-benefit delivery, including through innovative financing arrangements, the Pilot Project Program will support new approaches that extend the benefits beyond lowest-cost carbon abatement.

The aims of the Pilot Project Program are to:

- catalyse land manager participation
- demonstrate how carbon farming activities generating co-benefits can work
- generate and collate data that measures and values co-benefits for communicating to markets and other land managers
- form a basis to facilitate the first investments of the Land Restoration Fund.

Program design

The funding round will make up to $5 million available through two streams:

- **Kickstarting the market ($1 million in total):** this funding stream will be for projects that enable future participation in LRF-supported projects, and support market growth for carbon and ecosystem services. The types of projects that could be funded include stakeholder engagement, analysis of business models, raising understanding of carbon markets and requirements of carbon farming projects, and risk management strategies.

- **Catalysing action ($4 million in total):** ‘On-ground’ projects that demonstrate the delivery of carbon abatement alongside measurable environmental, social and economic co-benefits. These initiatives may also involve testing the application of innovative funding models to projects or demonstrate how investment barriers may be overcome.

Further information

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the program team by email at <carbonfarming@des.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 an application will be made based on the information contained in that application.
Kickstarting the market projects

Growth in the carbon and ecosystem services markets face a range of barriers, including limited access to relevant and useful information about how to develop a viable project, and high costs of market participation.

To overcome these barriers and to prepare the market in advance of the Land Restoration Fund becoming fully operational, this funding stream will support activities such as engagement and outreach with potential carbon market participants, testing business models, testing citizen science approaches, and developing new tools and risk management approaches. Up to $1 million will be made available for this funding stream, with up to $200,000 available per project.

To qualify for funding, a project must be able to meet a minimum of two of the following priority criteria:

- involves direct engagement with potential new land manager participants in the carbon market
- assesses the feasibility and scope of activities that will geographically broaden the use of Emissions Reduction Fund (ERF) methods, and/or lead to the uptake of underutilised ERF methods in Queensland
- works directly with land managers on a project to:
  - address a data gap
  - undertake a baseline assessment against an ERF method in a region where currently there is little or no use of that method, but where co-benefit potential is high
- plans to undertake feasibility work for an innovative carbon farming project with co-benefits that could in the future be funded by the Land Restoration Fund
- develops tools that will assist in increasing land manager participation
- builds stakeholder knowledge about what carbon farming is, what it involves, and what ecosystem services may be delivered from particular landscapes
- identifies the barriers and solutions to participation in carbon farming in a given geographical area
- develops approaches that enable increased participation of small scale land managers in carbon farming.

Additional weighting will be given to projects that:

- are led by or involve a land management, conservation, environment or agricultural organisation
- are led by or involve Traditional Owners or an Aboriginal Corporation
- involve a research organisation
- can demonstrate additional co-funding or funding sources
- have broad application within Queensland.

Examples of the types of projects that could be funded include:

- engagement projects to encourage land manager participation in an aggregated carbon project with co-benefits
- feasibility assessments in areas of high potential for carbon and additional benefits that build capacity in land managers to better understand and manage their natural capital
- the development of co-operative models for carbon project and co-benefit delivery, including with the corporate and finance sectors, indigenous stakeholders and the agriculture sector
- projects that seek to demonstrate ways to lower participation costs in carbon projects
- project involves a financial service provider or providers to better understand the value of carbon farming and sustainable management for ecosystem service delivery (natural capital literacy).
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. To apply using SmartyGrants visit https://des.smartygrants.com.au/KickstartingMarket.

Which organisations are eligible to apply?

<table>
<thead>
<tr>
<th>Eligible applicants</th>
<th>Ineligible applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ properly established incorporated associations (incorporated under the Associations Incorporation Act 1981)</td>
<td>× Individuals²</td>
</tr>
<tr>
<td>✓ not-for-profit organisations registered under the Corporations Act 2001 or the Corporations (Aboriginal and Torres Strait Islander) Act 2006</td>
<td>× Family Trusts</td>
</tr>
<tr>
<td>✓ Local Government Authorities</td>
<td>× Australian Government agencies</td>
</tr>
<tr>
<td>✓ Universities</td>
<td>× state government agencies (incl. GOCs)</td>
</tr>
<tr>
<td>✓ Private land managers participating in a recognised conservation program¹, and partnered with one of the other eligible applicant categories above.</td>
<td>× for-profit groups and public companies</td>
</tr>
<tr>
<td></td>
<td>× statutory bodies and agencies</td>
</tr>
<tr>
<td></td>
<td>× schools</td>
</tr>
</tbody>
</table>

¹ Recognised conservation programs include: local government conservation covenanted programs, Land for Wildlife and the Queensland Government's Nature Refuges Program.

² Other than private land managers participating in a recognised conservation program (see eligible applicants)

Examples of eligible groups

- Land sector industry peak bodies
- Not-for-profit indigenous corporations
- LGAQ or individual LGAs
- Regional natural resource management bodies
- Conservation groups/trusts
- Rural Research and Development Corporations (other than statutory bodies)
- Landcare groups.

Applicants and partners

Eligible applicants may partner with other organisations to deliver a project (including those ineligible to be applicants in their own right), however the applicant will take full responsibility for the legal and financial accountability of the proposed project, including signing the grant funding agreement and/or any declarations.

An applicant for one project may also be a partner in other projects.

Maximum funding

Applicants may seek funding for grants up to $200,000 (excluding GST) for Kickstarting the market projects.

A successful applicant organisation will not receive more than one grant, however a successful applicant may be a partner in other projects.

Project timeframes

Projects must be completed within one year of entering into a funding agreement.

How will projects be assessed?

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

- meets objectives of the program. In particular, the extent to which the project:
  - broadens the scope of the carbon industry in Queensland
  - facilitates environmental, social and economic co-benefits to Queensland
• **meets or exceeds the mandatory criteria**
  • demonstrates a clear rationale for undertaking the project. This includes the extent that the application clearly:
    - explains the benefits to the LRF’s objectives
    - demonstrates the potential for broad uptake of the results of the project elsewhere in Queensland
    - provides confidence in the suitability of the proposed project methodology
  • 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
  • represents value for money, including:
    - the contribution of additional cash or in-kind support
    - whether the funding sought, and individual line items identified in the budget, is necessary for the successful completion of the project
    - the extent to which costs have been market-tested, for instance through multiple quotes for supply of material or contractor services.
  • engages a range of stakeholders in current and future carbon markets in Queensland.

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.

### Eligible/ineligible expenses (examples)

<table>
<thead>
<tr>
<th>Eligible expenses (including but not limited to)</th>
<th>Ineligible expenses (including but not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples of eligible expenses include:</td>
<td>Examples of ineligible expenses include:</td>
</tr>
<tr>
<td>✓ purchase of chemicals, soil and compost, trees and seedlings and tree guards</td>
<td>× Insurances (e.g. public liability)</td>
</tr>
<tr>
<td>✓ purchase of equipment and associated supplies to undertake pest control activities</td>
<td>× Entertainment or celebration expenses</td>
</tr>
<tr>
<td>✓ purchase of other equipment and associated supplies to undertake activities related to the project</td>
<td>× Alcohol</td>
</tr>
<tr>
<td>✓ purchase and installation of fencing material</td>
<td>× Gifts/sponsorship/membership fees</td>
</tr>
<tr>
<td>✓ purchase of personal protective equipment (PPE) and tools to undertake activities related to the project</td>
<td>× Purchase of land or buildings</td>
</tr>
<tr>
<td>✓ purchase of catering for volunteers/workshop participants</td>
<td>× Purchase of a motor vehicle or a boat</td>
</tr>
<tr>
<td>✓ project administration directly related to the administration of this project – e.g. stationery, postage, office supplies and project audit fees. Up to 10%. Excludes salaries for project administration</td>
<td>× Fees relating to attending conferences or other events not directly related to the delivery of the project</td>
</tr>
<tr>
<td>✓ Fuel costs directly related to delivery of project</td>
<td>× Internal training expenses</td>
</tr>
<tr>
<td>✓ salaries and wages and other employee costs</td>
<td>× Permits and licences</td>
</tr>
<tr>
<td>✓ contractor fees where there is a clearly demonstrated need for the contractor’s services</td>
<td>× Contingencies</td>
</tr>
<tr>
<td>✓ ERF audit costs</td>
<td>× Administration costs (exceeding 10% of original grant funding)</td>
</tr>
</tbody>
</table>

### When will funds be available?

Funding is expected to be available to successful applicants early 2019, 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.
What if I am not registered for GST?

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

However, a grant of no more than the maximum amount stated above for each stream will 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 to find more information

- Climate resilience for landscapes, ecosystems and biodiversity - https://www.nccarf.edu.au/
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. Contact the program team by email at <carbonfarming@des.qld.gov.au> if you have a question relating to these guidelines or if you would like to discuss your application.


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 5pm on 23 November 2018.

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

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

**Step 3—Assessment of applications**

Assessment will be undertaken by a panel of 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 Science, is the decision-maker for all grants recommended for funding by the assessment panel.

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

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

The department will contact 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 <carbonfarming@des.qld.gov.au>.
Catalysing action projects

A priority for establishing the Land Restoration Fund is demonstrating the ‘how’ and ‘what’ carbon farming with co-benefits might look like.

This funding stream is designed to support ‘on-ground’ projects that demonstrate the delivery of carbon abatement alongside measurable environmental, social and economic co-benefits. These projects may also involve testing innovative funding models that can demonstrate ways in which investment barriers may be overcome.

Up to $4 million will be made available for this funding stream, with up to $750,000 available per project.

To qualify for funding, a project must be able to meet all six of the following mandatory criteria:

- Links to:
  - a land sector Emissions Reduction Fund carbon farming method (such as forest from managed regrowth, herd management, savanna burning, soil carbon) (see Appendix 1); or
  - supports the development of a coastal blue carbon accounting method in Australia relevant to the conversion of low productivity agricultural land; or
  - uses a blue carbon method approved under an internationally recognised voluntary carbon standard
- able to deliver on at least two priorities or additional benefits (see below)
- project meets additionality and newness criteria under the Emissions Reduction Fund
- project is demonstrably scalable, that is, provides an example of the type of project that the LRF is likely to support or will need to expand in the future
- if using a vegetation carbon farming method, the project location is rated highly for carbon and biodiversity by the Regrowth Benefits Tool (https://environment.ehp.qld.gov.au/regrowth-benefits/)
- project involves a minimum of two participants in its delivery, for example, a land holder and an organisation such as an NRM Group, environmental organisation, not-for-profit organisation, or agricultural peak body.

A carbon service provider may be one of the minimum of two partners, however, the carbon service provider must be a signatory to the Carbon Industry Code of Conduct.

Priorities

Priorities for this funding round are:

- riparian restoration contributing to improved water quality outcomes (through reduced sedimentation or nutrient loss)
- agriculture sector resilience, such as strategic plantings, soil health and remediation, and riparian restoration that may contribute to climate resilience while delivering a carbon benefit
- restoration of threatened species habitat, such as koalas, cassowaries, or other endangered species listed under the Nature Conservation Act 1994
- social and economic development benefits for Aboriginal communities or Torres Strait Islander communities
- return of low productivity coastal agricultural lands to natural systems.

Additional benefits

Higher weighting will be given to projects that provide:

- Great Barrier Reef protection
- koala habitat in south east Queensland
- soil health in agricultural systems
- coastal resilience
- likely refugia areas for vulnerable terrestrial species under future climate change projections
- landscape connectivity such as in areas identified in planning instruments.
- direct participation of Aboriginal people or Torres Strait Islander people
- improved water quality via sediment and/or nutrient reduction
- innovations in technology (measurement of carbon or co-benefits, application)
- do-investment by a third party (e.g. matching funds)
- regional partnerships
- land manager capacity building
- other biodiversity outcomes.

Examples of the types of projects that could be funded include:
- environmental plantings projects that deliver co-benefits for example, koala habitat planting
- wetland/riparian restoration projects
- regrowth method projects outside of the mulga lands
- projects securing Category X vegetation, using existing carbon farming methods
- habitat restoration projects for koalas, and other threatened species
- carbon farming projects that demonstrate ways to reduce participation costs.

Key dates

Expressions of interest close at 5pm, 23 November 2018, with funding available to successful applicants early 2019, dependent on contract negotiations.

Catalysing action projects must be completed within five years from 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. To apply using SmartyGrants visit https://des.smartygrants.com.au/CatalysingAction.

Which organisations are eligible to apply?

<table>
<thead>
<tr>
<th>Eligible applicants</th>
<th>Ineligible applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ properly established incorporated associations (incorporated under the Associations Incorporation Act 1981)</td>
<td>✗ Individuals²</td>
</tr>
<tr>
<td>✓ not-for-profit organisations registered under the Corporations Act 2001 or the Corporations (Aboriginal and Torres Strait Islander) Act 2006</td>
<td>✗ Family Trusts</td>
</tr>
<tr>
<td>✓ Local Government Authorities</td>
<td>✗ Australian Government agencies</td>
</tr>
<tr>
<td>✓ Universities</td>
<td>✗ state government agencies (incl. GOCs)</td>
</tr>
<tr>
<td>✓ Private land managers participating in a recognised conservation program¹, and partnered with one of the other eligible applicant categories above.</td>
<td>✗ for-profit groups and public companies</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Recognised conservation programs include: local government conservation covenantee programs, Land for Wildlife and the Queensland Government’s Nature Refuges Program.

² Other than private land managers participating in a recognised conservation program (see eligible applicants)

Examples of eligible groups

- Land sector industry peak bodies
- Not-for-profit indigenous corporations
- LGAQ or individual LGAs
- Regional natural resource management bodies
- Conservation groups/trusts
- Rural Research and Development Corporations (other than statutory bodies)
- Landcare groups.

Applicants and partners

Eligible applicants may partner with other organisations to deliver a project (including those ineligible to be applicants in their own right), however the applicant will take full responsibility for the legal and financial accountability of the proposed project, including signing the funding agreement and/or any declarations.

An applicant for one project may also be a partner in other projects.

The applicant does not need to be the ERF proponent for projects producing ACCUs.

Maximum funding

Applicants may seek funding of up to $750,000 for Catalysing action projects.

A successful applicant organisation will not receive more than one funding offer, however a successful applicant may be a partner in other projects.

Project timeframes

Projects are expected to be ‘implemented’ within 5 years from commencement, with major works having been completed and ACCUs being generated.

How will projects be assessed?

Projects will be assessed on the extent to which the project, as outlined in the expression of interest and application (noting that the assessment is a two-stage process):
• meets objectives of the program. In particular, the extent to which the project:
  o broadens the scope of the carbon industry in Queensland
  o facilitates environmental, social and economic co-benefits to Queensland
• meets or exceeds the mandatory criteria
• demonstrates a clear rationale for undertaking the project. This includes the extent that the application clearly:
  o explains the benefits to the LRF’s objectives
  o demonstrates the potential for broad uptake of the results of the project elsewhere in Queensland
  o provides confidence in the suitability of the proposed project methodology
• demonstrates a clear project management approach and governance arrangements. This includes:
  o the provision of a clear, detailed and reasonable timeframe in the application
  o a clear demonstration that the organisation is capable of delivering the project
  o a clear plan for the maintenance of the project site beyond the grant funding period.
• represents value for money (whether it be direct funding or funding for delivery of Australian Carbon Credit Units (ACCUs), including:
  o the extent of co-benefits to be delivered
  o project cost compared to any financial (ACCU) return to the LRF
  o the contribution of additional cash or in-kind support
  o whether funding sought, and individual line items identified in the budget, is necessary for the successful completion of the project
  o the extent to which costs have been market-tested, for instance through multiple quotes for supply of material or contractor services.
• engages a range of stakeholders in current and future carbon markets in Queensland.

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.

**Eligible/ineligible expenses (examples)**

<table>
<thead>
<tr>
<th>Eligible expenses (including but not limited to)</th>
<th>Ineligible expenses (including but not limited to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples of eligible expenses include:</td>
<td>Examples of ineligible expenses include:</td>
</tr>
<tr>
<td>✓ purchase of chemicals, soil and compost, trees and seedlings and tree guards</td>
<td>✗ Insurances (e.g. public liability)</td>
</tr>
<tr>
<td>✓ purchase of equipment and associated supplies to undertake pest control activities</td>
<td>✗ Entertainment or celebration expenses</td>
</tr>
<tr>
<td>✓ purchase of other equipment and associated supplies to undertake activities related to the project</td>
<td>✗ Alcohol</td>
</tr>
<tr>
<td>✓ purchase and installation of fencing material</td>
<td>✗ Gifts/sponsorship/membership fees</td>
</tr>
<tr>
<td>✓ purchase of personal protective equipment (PPE) and tools to undertake activities related to the project</td>
<td>✗ Purchase of land or buildings</td>
</tr>
<tr>
<td>✓ purchase of catering for volunteers/workshop participants</td>
<td>✗ Purchase of a motor vehicle or a boat</td>
</tr>
<tr>
<td>✓ project administration directly related to the administration of this project – e.g. stationery, postage, office supplies and project audit fees. Up to 10%. Excludes salaries for project administration</td>
<td>✗ Fees relating to attending conferences or other events not directly related to the delivery of the project</td>
</tr>
<tr>
<td>✓ Fuel costs directly related to delivery of project</td>
<td>✗ Internal training expenses</td>
</tr>
<tr>
<td>✓ salaries and wages and other employee costs</td>
<td>✗ Permits and licences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contingencies</th>
<th>Consultancy fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Administration costs (exceeding 10% of original grant funding)</td>
<td></td>
</tr>
</tbody>
</table>
Financing of projects

The LRF is interested in novel forms of financing for projects. Flexibility will be allowed for Catalysing action projects.

For example, applicants may wish the program to fund all or most of the project implementation costs, in exchange for a return of ACCUs to the program. Alternatively, the applicant may forego upfront funding for implementation, but seek a long-term contract from the program for ACCUs at a price that reflects the co-benefits delivered by the project. Other innovative financing models will be considered, where they demonstrate a means to enable a project to be delivered, in a cost-effective manner.

Low-interest loans will not be available for this funding program.

When will funds be available?

Funding is expected to be available to successful applicants early 2019, pending signing by both parties of a Grant Deed or other contract, 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.

What if I am not registered for GST?

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

However, funding of no more than the maximum amount stated above for each stream will 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 to find more information

Application and assessment stages

**Step 1—Prepare your expression of interest**

Read and understand these grant guidelines.

Determine your organisation’s eligibility as well as the eligibility of your planned activities. Please contact the program team by email at <carbonfarming@des.qld.gov.au> if you have a question relating to these guidelines or if you would like to discuss your project concept.

Consider entering into a partnership for the delivery of a stronger project with broader benefits.

Expressions of interest will be required to identify key outcomes and milestones, along with a budget for the project.


**Step 2—Submit your expression of interest**

Submit your expression of interest via SmartyGrants by 5pm on 23 November 2018.

If there is a reason why you are unable to submit an online application, please contact the program team to discuss.

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

**Step 3—Assessment of expressions of interest**

Assessment will be undertaken by a panel of external representatives with relevant expertise, using the criteria identified in these guidelines.

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—Panel recommendations and approval of shortlist**

The Panel will make a recommendations to the DES delegate about the suitability of project proposals to proceed to the next stage.

From these recommendations, DES will determine a short-list of proposals.

If your expression of interest is short-listed you will be invited to complete a full application.

**Step 5—Prepare application**

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.

You will be advised of the date to submit you application via SmartyGrants in your invitation to complete a full application.
Step 6—Assessment of applications

Assessment will be undertaken by a panel of with relevant expertise, using the criteria identified in these guidelines.

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

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

Step 7—Approval of funding for projects

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

It is possible that some project financing arrangements may require other internal government approvals.

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.

Step 8—Finalising contracts

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

A contract will be developed using information provided in the application and in negotiation with the approved applicant.

All decisions are final. Applicants not granted funding can request feedback on their application by emailing <carbonfarming@des.qld.gov.au>.

Conditions of funding

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. 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 depending on the terms of the grant deed and/or contract.

For grants of more than $50,000 (excluding GST), an 'Audited Financial Statement' verifying project expenditure signed by an independent qualified auditor, a Certified Practicing Accountant or a Chartered Accountant may be requested.

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. Depending on the grant deed and/or contractual arrangements, the 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 and/or contract will be developed using information provided in the application form and in negotiation with the approved recipient.

13. The approved organisation must comply with all terms and conditions in the grant deed and/or contract.

14. Applicants must be covered by the following insurance:
   a. public liability insurance of a minimum of $10 million; and/or
   b. workers and volunteers under the Queensland Work Health and Safety Act 2011 or as required by law.

Applicants may also be required to be covered by Profession Indemnity Insurance of up to $1 million per claim depending on the grant deed or contract terms.

15. Acceptance of a grant payment indicates the recipient’s acceptance of all funding terms and conditions in the guidelines and grant deed or contract.

16. Funding will not be available prior to signing by both parties of a grant deed and/or contract along with the provision of all required documentation to the department.

17. The date and value of any milestone payments will be negotiated however the final decision will be made by the department.

18. A successful organisation will not receive more than one grant per round.

19. All projects must be completed within the timeframe specified in the grant deed and/or contract.

20. Applicants are responsible for ensuring compliance with all financial regulatory requirements, such as the need to hold an Australian Financial Services Licence.

**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 for maintenance (where applicable).
- Two quotes for relevant expenses (expenditure items over $10,000). 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.
- For on-ground projects, 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.
- For organisations, 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
- 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).
## Appendix 1

### Eligible Australian Carbon Credit Unit Methodologies for a Land Restoration Fund Pilot Project

<table>
<thead>
<tr>
<th>Title</th>
<th>Regulatory instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agriculture</strong></td>
<td></td>
</tr>
<tr>
<td>Beef cattle herd management</td>
<td>Carbon Credits (Carbon Farming Initiative – Beef Cattle Herd Management) Methodology Determination Variation 2017</td>
</tr>
<tr>
<td>Reducing greenhouse gas emissions in beef cattle through feeding nitrate containing supplements</td>
<td>Carbon Credits (Carbon Farming Initiative – Reducing greenhouse gas emissions in beef cattle through feeding nitrate containing supplements) Methodology Determination 2014</td>
</tr>
<tr>
<td><strong>Soil management</strong></td>
<td></td>
</tr>
<tr>
<td>Measurement of soil carbon sequestration in agricultural systems</td>
<td>Carbon Credits (Carbon Farming Initiative — Measurement of Soil Carbon Sequestration in Agricultural Systems) Methodology Determination 2018</td>
</tr>
<tr>
<td><strong>Vegetation management</strong></td>
<td></td>
</tr>
<tr>
<td>Avoided clearing of native regrowth</td>
<td>Carbon Credits (Carbon Farming Initiative – Avoided clearing of native regrowth) Methodology Determination 2015</td>
</tr>
<tr>
<td>Avoided deforestation 1.1</td>
<td>Carbon Credits (Carbon Farming Initiative - Avoided Deforestation 1.1) Methodology Determination 2015</td>
</tr>
<tr>
<td>Human-induced regeneration of a permanent even-aged native forest 1.1</td>
<td>Carbon Credits (Carbon Farming Initiative) (Human-Induced Regeneration of a Permanent Even-Aged Native Forest—1.1)</td>
</tr>
<tr>
<td>Measurement based methods for new farm forestry plantations</td>
<td>Carbon Credits (Carbon Farming Initiative) (Measurement Based Methods for New Farm Forestry Plantations) Methodology Determination 2014</td>
</tr>
<tr>
<td>Native forest from managed regrowth</td>
<td>Carbon Credits (Carbon Farming Initiative) (Native Forest from Managed Regrowth) Methodology Determination 2013</td>
</tr>
<tr>
<td>Plantation forestry</td>
<td>Carbon Credits (Carbon Farming Initiative—Plantation Forestry) Methodology Determination 2017</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reforestation and afforestation 2.0</td>
<td>Carbon Credits (Carbon Farming Initiative – Reforestation and Afforestation 2.0) Methodology Determination 2015</td>
</tr>
<tr>
<td>Reforestation by environmental or mallee plantings – FullCAM</td>
<td>Carbon Credits (Carbon Farming Initiative) (Reforestation by Environmental or Mallee Plantings—FullCAM) Methodology Determination 2014</td>
</tr>
<tr>
<td>Fire management</td>
<td></td>
</tr>
<tr>
<td>Savanna fire management 2018 (emissions avoidance)</td>
<td>Carbon Credits (Carbon Farming Initiative) (Reforestation by Environmental or Mallee Plantings—FullCAM) Methodology Determination 2014</td>
</tr>
<tr>
<td>Savanna fire management 2018 (sequestration and emissions avoidance)</td>
<td>Carbon Credits (Carbon Farming Initiative—Savanna Fire Management—Sequestration and Emissions Avoidance) Methodology Determination 2018</td>
</tr>
</tbody>
</table>