



COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 4 | KOALA APPLIED RESEARCH
SOUTH EAST QUEENSLAND

Prepared by: Grants Administration, Department of Environment and Science

© State of Queensland, 2020.

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 4.0 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/4.0>

Disclaimer

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>.

August 2020

Contents

Overview.....	4
Guidelines.....	5
Program objective—applied research to support long-term conservation of koalas	5
Application eligibility.....	5
Project sponsor eligibility.....	5
Partnerships and collaborations.....	6
Ineligible applicants.....	6
Available funding	6
Project timeframes	6
Eligible projects and activities	6
Ineligible projects and activities	7
Eligible expenses	7
Additional information about project expenses.....	7
Ineligible expenses.....	8
Eligible project locations.....	8
Queensland national parks and state forests	8
Other State land	8
Application guidance.....	9
Applications and GST.....	9
Assessment criteria.....	10
Application outcome.....	11
Funding availability.....	11
Required documents.....	12
Further information.....	13
Privacy statement.....	13
Grants terms and conditions.....	14

Overview

The Community Sustainability Action grants—Round 4: Koala Applied Research South East Queensland will provide grants of up to \$100,000 (excluding GST) to eligible recipients to undertake practical and applied research projects into koala habitat protection and restoration, threat mitigation and community partnerships to support the long-term conservation of koalas in South East Queensland (SEQ). A total of up to \$1.45 million in funding is available.

Activities funded will be those which encourage community/volunteer participation and engagement and include but are not limited to:

- applied research into developing and protecting koala habitat
- application of new methods and technologies to mitigate threats to koala populations
- community and stakeholder engagement projects to improve community understanding of koalas to achieve koala conservation outcomes.

Grant funding will only be provided for projects which benefit an area located within the Department of Environment and Science's (the department) Koala Habitat Mapping for SEQ. [Find information about Koala Habitat Mapping.](#)

Applications close Wednesday 4pm on 4 November 2020.

This round of Community Sustainability Action grants is funded from the Queensland Government waste levy.

For more information contact the grants program office by email csagrants@des.qld.gov.au or phone (07) 3330 6360.

Guidelines

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. Further information is available at www.qld.gov.au/CSAgrants.

Program objective—applied research to support long-term conservation of koalas

The objective of this grant program is to enable recipients to undertake practical and applied research projects to support long-term conservation of koalas in South East Queensland (SEQ). This includes, but is not limited to, projects which focus on:

- applied research into developing and protecting koala habitat
- application of new methods and technologies to mitigate threats to koala populations
- community and stakeholder engagement projects to improve community understanding of koalas and reduce human impact on koala population.

Application eligibility

The following entities 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)
- tertiary education institutions administered by the Commonwealth or State
- Natural Resource Management (NRM) bodies.

Project sponsor eligibility

Ineligible applicants can apply for a grant through a project sponsor.

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 take full responsibility for the legal and financial accountability of the project, including signing the grant deed and/or any declarations; approving all project-related reporting; and providing evidence of insurance for the lifetime of the grant period.

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

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

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').

Partnerships and collaborations

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature where one applicant submits the application with a letter of commitment from the accountable officer of the second organisation.

Both partners may be required to be signatories on the grant deed.

Applicants are encouraged to partner or collaborate with community groups or stakeholders such as a wildlife care group or a landcare group.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- statutory bodies and authorities
- Australian government agencies
- state government agencies
- political parties or lobbyists
- local government authorities (other than as a sponsor)
- schools (government and non-government schools) (other than as a sponsor).

Available funding

Applicants may seek funding for grants up to \$100,000 (excluding GST).

Project timeframes

Projects must be completed within three years from the date of execution of the grant deed.

Eligible projects and activities

Funding will be provided for activities which engage the community to undertake practical and applied research projects into habitat protection and restoration, threat mitigation and community partnerships to support the long-term conservation of koalas in SEQ.

Funding may be provided for projects which:

- increase the overall koala habitat and connectivity between areas of habitat
- apply new methods and technologies to mitigate koala death and injuries caused by vehicles, domestic and feral animals or disease
- encourage partnerships and collaboration for habitat protection or awareness campaigns
- include the implementation of koala vaccines and other medical interventions.

Projects funded will be those which apply/trial the practical application of completed research as either one of the following:

- a pilot project
- the implementation of a proven pilot project on a larger scale.

Ineligible projects and activities

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

- projects which do not meet the aims of the program
- projects which do not demonstrate a direct benefit to SEQ koala populations
- devolved grant funding (i.e. requests for funding to be provided to an applicant organisation who will then disseminate the funding to other recipients to undertake work).

Eligible expenses

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

- purchase of equipment and associated supplies to undertake activities related to the grant project
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- purchase of catering for project participants participating in project activities
- 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
- salaries and wages and other employee costs
- contractor fees where there is a clearly demonstrated need for the contractor's services
- fuel costs related to the use of a recipient's vehicle for project related activities (excluding fuel cards).

Additional information about project expenses

Please note the following information when preparing your budget.

Quotes

Applicants must submit two quotes for contractor costs and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why this requirement has not been met.

Applicants seeking funding for salaries and contractors

It is preferable that the majority of project activities are completed by volunteers. However, it is acknowledged that some activities cannot be completed by volunteers and that contractors must be engaged to complete certain components of the work.

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

Applicants seeking funding for 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, motor vehicle)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, office equipment hire and maintenance, other equipment repairs and maintenance)
- administration costs which exceed 10% of original grant funding
- costs related to the ongoing maintenance of a motor vehicle including but not limited to registration fees, vehicle insurance and repairs and maintenance
- entertainment, event or celebration expenses
- water sampling equipment
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- purchase of a motor vehicle or a boat (motorised)
- hire of organisation-owned vehicles
- permits and licences
- consultancy fees.

Eligible project locations

Projects must provide a demonstrable benefit for areas located within the Queensland Government's [Koala Habitat Mapping for SEQ](#).

Landholder permission

Private 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.

Queensland national parks and state forests

Projects are able to be conducted on Queensland national parks and state forests. However, state government agencies are ineligible to apply in their own right or act as a sponsor.

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 & Wildlife Service) prior to submitting their application. This letter of approval must state the name of the park or state forest and list the specific activities involved in the project for which approval is granted.

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.

Application guidance

- Applicants will be required to demonstrate the potential application of their project in reducing the pressures on SEQ koala populations, including how their project contributes to the long-term conservation of koalas in SEQ.
- Applicants should ensure that their proposed project activities benefit areas within the Queensland Government's Koala Habitat Mapping for SEQ. Details of this should be provided with the application.
- Projects linking with community groups or care groups to implement the project (if it is not driven by such a group in the first instance) will be highly regarded.
- Applications should include an overview of the proposed methodology as well as a description of a robust monitoring and evaluation methodology for project outcomes.
- Applicants seeking multiple grants should demonstrate their ability to deliver all projects in the application form.

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.

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.

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

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department above the amount of funding sought to account for GST related costs.

Registering for GST is free. Non-registered organisations should seek advice from the [Australian Tax Office \(ATO\)](#).

Applicants not registered for GST are strongly encouraged to contact the grants coordinator to discuss their budget by phone (07) 3330 6360.

Successful applicants without an Australian Business Number may need to complete a 'Statement by Supplier' form from the ATO. Contact the ATO for more information.

Assessment criteria

All applications will be assessed on the following criteria:

1. Meets the objectives of the program.

Taking into consideration the extent the project application:

- demonstrates a focus on engaging the community to undertake practical and applied research projects that have a direct on-ground benefit for koalas in SEQ
- aligns with the department's Koala Habitat Mapping for SEQ
- demonstrates how the project activities contribute to the long-term conservation of koalas and have the potential to reduce the pressure on SEQ koala populations.

2. Demonstrates a clear project management approach and governance arrangements

Taking into consideration the extent the project application:

- clearly details the project's objectives, why the project is important (e.g. the scale of the problem and/or impacts on koalas) and likely potential outcomes
- provides a detailed project methodology to achieve koala outcomes
- provides a clear explanation of the proposed project activities and a detailed and reasonable timeframe to complete the activities
- demonstrates organisational capability and capacity for delivering the project including
- clearly details how the project will be monitored and how results will be evaluated
- provides a commitment to maintain the project deliverables beyond the life of the project.

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 contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- whether two quotes provided for contractor costs and any other expenditure items over \$5,000 (excluding GST).

4. Encourages community engagement

Taking into consideration the extent the proposed project engages volunteers and the community in environmental activities and/or demonstrates community benefit.

Projects where there is community partnership will be highly regarded.

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

Application assessment

Applications will be assessed by an assessment 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 by mail. 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 deeds and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing csagrants@des.qld.gov.au.

Funding availability

Funding is expected to be available from early 2021. It will be provided once both parties have signed the grant deed 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.

If an applicant has been successful in applying for a Community Sustainability Action grant in a previous round, funding may not be provided until previous projects have been completed and acquitted.

Required documents

- Eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) Incorporated Association—a copy of the Certificate of Incorporation
 - b) Registered Charity—a charity certificate from the Australian Charities and Not-for-profit Commission
 - c) Not-for-profit entity (not registered with the ACNC)—a Certificate of Registration of Company from ASIC and a copy of the organisation’s constitution
 - d) Indigenous Corporation—a 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 (if applicable).
- A letter of support from a property owner (for projects conducted on properties owned by another entity).
- Letter of commitment for maintenance (if applicable).
- Two quotes for expenses exceeding \$5,000 (excluding GST).
- Evidence of commitment of cash 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, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site.
- Financial documentation for your organisation (or your project sponsor if relevant) as follows:
 - a) the latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number
or
 - b) for organisations without an audited financial statement, a balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants (or their sponsor where relevant) 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 contact the grants coordinator by phone (07) 3330 6360 or email csagrants@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.

Privacy statement

The Department of Environment and Science is collecting personal information in the application for Community Sustainability Action grant Round 4: Koala Applied Research South East Queensland to assess your application for funding and prepare a grant deed, 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 Queensland 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).

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, 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.

Grants 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:
 - a) public liability insurance of a minimum of \$20 million
 - b) 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.
- Only one grant per applicant will be provided, however, more than one application per organisation can be submitted.
- A sponsor may sponsor one or more projects and may receive a grant in its own right.

Grant deeds and the provision of funding

- A grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant deed will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant deed.
- Funding will not be available until both parties have signed the grant deed, along with the provision of any additional required documentation to 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 a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant deed.
- 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 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.
- 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 within three years from the signing of the grant deed.

Reporting requirements

- All grant recipients will be required to submit periodic progress/milestone/financial 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 financial acquittal within 30 calendar days after the completion date of the project.
- 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 \$10,000 (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 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 for Environment and Science will announce the 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.