



# COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 7 | QUEENSLAND THREATENED SPECIES RECOVERY

Prepared by: Grants Administration Department of Environment and Science

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September – 2022

Front cover image: Major Mitchell's cockatoo

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## Overview

The Community Sustainability Action grants Round 7: Queensland Threatened Species Recovery will provide grants of up to \$25,000 (excluding GST) to eligible recipients for on-ground projects which protect and benefit Queensland's threatened flora and fauna species in the wild. Up to \$250,000 in funding is available in this round of grants.

Projects funded will be those that undertake on-ground activities directly contributing to the protection or recovery of one or more threatened species in the wild. This may include, but is not limited, to:

- habitat protection
- habitat improvement and restoration activities
- flora and fauna surveys and mapping
- education or awareness programs.

Activities should also encourage community/volunteer participation and engagement such as citizen science projects.

Details regarding eligible applicants and eligible activities are provided in these guidelines. Applications close 4pm 6 October 2022.

For more information contact the grant program office by email [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au) or (07) 3330 6360.

## 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 [www.qld.gov.au/CSAgrants](http://www.qld.gov.au/CSAgrants).

## Program objective—Protecting Queensland’s threatened species

This grants program provides funding for community-based, on-ground activities that protect, and benefit Queensland’s threatened flora and fauna species in the wild.

Funding will only be provided for those species classified as threatened by either the Commonwealth Government’s *Environmental Protection and Biodiversity Conservation Act 1999* EPBC Act) or the Queensland Government’s Nature Conservation (Animals) Regulation 2020 and Nature Conservation (Plants) Regulation 2020 (NCA regulations).

Applicants will need to demonstrate that project activities are supported by a Recovery Plan, Conservation Advice, Threat Abatement Plan or written advice from the Department of Environment and Science’s (department) Threatened Species Operations unit (fauna) or Queensland Herbarium (flora). Projects may also align with existing strategies such as the South East Queensland Koala Conservation Strategy 2020–2025 or other similar documents.

Prior to submitting an application for grant funding applicants are encouraged to contact the department’s [Threatened Species Operations unit](#) to discuss their proposed activities.

## Threatened species classifications

The Commonwealth Government’s EPBC Act and the Queensland Government’s NCA regulations provides a list of species that have been classified as threatened.

Threatened species are listed in the following categories:

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

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

Further information [about threatened species under the NCA regulations](#) is available in the [Threatened Species Listing report](#).

## Application eligibility

The following 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 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.

## 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 agreement.

Applicants are encouraged to partner or collaborate with traditional custodians, community groups or stakeholders.

## **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 (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 \$25,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor). Tertiary education institutions administered by the Commonwealth or State can receive more than one grant, however, can only receive one grant per faculty.

## **Project timeframes**

Projects must be completed within two years from execution of the grant agreement.

## **Eligible projects and activities**

Projects funded will be those that undertake on-ground activities that directly contribute to the protection or recovery of one or more Queensland threatened species in the wild. This may include but are not limited to:

- habitat protection
- habitat improvement and restoration activities
- flora and fauna surveys and mapping
- education or awareness programs.

Activities should also encourage community/volunteer participation and engagement such as citizen science projects.

## **Ineligible projects and activities**

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

- projects undertaken outside of Queensland
- the translocation of any animal
- captive breeding of a species or animal
- projects that do not have a primary aim of benefiting a threatened species, such as installation/upkeep of public amenity, the installation of public art, statues, park benches, picnic tables or sun dials, planting of ornamental plants, landscaping, laying turf
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete work).

## Eligible expenses

Eligible expenses 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
- 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. 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
- 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 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 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)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 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
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses
- permits and licences
- consultancy fees.

## 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.

### First Nations peoples

Applicants are encouraged to consult with and consider partnering with the Traditional Custodians of the Country on which their project is proposed to occur. First Nations peoples have significant knowledge of Country, which can provide valuable depth to projects. Details of any 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 are able to be conducted on Queensland national parks and state forests. However, Queensland 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 and Wildlife Service (QPWS) prior to submitting their application. This letter must state the name of the national park or state forest, 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 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 teams**

- List of Recovery Teams and their contact details  
[https://environment.des.qld.gov.au/wildlife/threatened-species/recovery\\_conservation\\_plans.html](https://environment.des.qld.gov.au/wildlife/threatened-species/recovery_conservation_plans.html)

### **Species experts**

- Threatened fauna  
Email the Department of Environment and Science Threatened Species Operations unit at [threatened.species@des.qld.gov.au](mailto:threatened.species@des.qld.gov.au)
- Threatened flora  
Email the Queensland Herbarium at [queensland.herbarium@qld.gov.au](mailto:queensland.herbarium@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. Projects may also align with existing strategies such as the South East Queensland Koala Conservation Strategy 2020–2025 or other similar documents.
- Where the proposed project activity is not listed in a threatened species recovery plan, conservation advice or threat abatement plan—for example when a recovery plan or similar does not exist for a particular threatened species or when appropriate recovery activities are not included in the recovery plan—applicants must ensure that the activity is supported by strong evidence from species experts.
- It is strongly preferred that applicants also seek expert advice from 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. They 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.

- Applicants are encouraged to contact the department's [Threatened Species Operations](#) unit to discuss their proposed activities.
- It is strongly recommended that applicants commence their applications early to enable timely consultation with appropriate experts, expert bodies and other stakeholders.

## 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 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 to account for these costs.

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

Applicants that are not registered for GST are strongly encouraged to contact the Grants Coordinator to discuss their budget by telephone on (07) 3330 6360.

## Assessment criteria

All eligible applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with relevant expertise.

Projects will be assessed on the following weighted assessment criteria:

### 1. Meets the objectives of the program—40%

This includes the extent 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, threat abatement plan, other threatened species strategy or scientific evidence for the recovery of threatened species
- demonstrates that the project has the support of a recovery team or species expert/s
- demonstrates how the project represents best practice.

### 2. Demonstrates a clear project management approach and governance arrangements—20%

This includes the extent the application:

- clearly details the project's objectives and likely potential outcomes
- provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities
- demonstrates organisational capability and capacity for delivering the project
- 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 or can demonstrate there will be ongoing benefit to the species.

### 3. Represents value for money—20%

This includes:

- the scale of the 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 have been provided for contractor costs, hire of vehicle or boats and any other expenditure items over \$5,000 (excluding GST).

### 4. Encourages community/volunteer engagement in the protection of Queensland's threatened species—20%

This includes:

- the extent the proposed project engages volunteers and the community in environmental activities and/or demonstrates community benefit. Projects that undertake citizen science activities will be highly regarded.

Where relevant, an applicant's past performance under the Community Sustainability Action Grant or any 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 representatives. The Panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision maker for all funding recommendations.

## Application outcome

All applicants will be advised of the outcome of their submission in writing. Details including the name of 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 [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

## Funding availability

Funding is expected to be available from early 2023, pending signing by both parties of a grant agreement, and the provision of all required documentation to the department.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases a percentage of funds will be retained by the department until project acquittal.

## 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 copy of the charity certificate from the Australian Charities and Not-for-profit 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 (if applicable)
- Letter of commitment for maintenance (if applicable)
- Two quotes for expenses exceeding \$5,000 (ex 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 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.
- Written advice from a relevant expert to support the project activities.
- 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 (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, for organisations without an audited financial statement:
  - b) 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:

- Evidence of 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 the Grants Coordinator by telephone on (07) 3330 6360 or by email at [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

Please note: a Grants Coordinator 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 Community Sustainability Action Grant Round 7: Queensland Threatened Species Recovery 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 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, 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](mailto: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:
  - 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.
- Tertiary education institutions administered by the Commonwealth or State can receive more than one grant, however only one grant per faculty will 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 within two years from the signing of the grant agreement.

### **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 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.
- 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.
- 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 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 for Environment and Science of the successful applicants. This means no media or public announcements of the project until the Queensland Government has announced the outcomes of this funding round.