

# Community Sustainability Action *grants*



Round 1—Koala Research

Prepared by: Conservation Partnerships, Conservation and Sustainability Services, Department of Environment and Heritage Protection

© State of Queensland, 2017.

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**

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@ehp.qld.gov.au>.

March 2017



## Minister's foreword

The Queensland Government's Community Sustainability Action grants will provide \$12 million over three years to eligible individuals and community groups for innovative projects which seek to address climate change and conserve Queensland's natural and built environment.

The program will support eligible recipients to undertake locally based, community driven projects that encourage real change in their communities and neighbouring environments.

Throughout 2016-17, up to \$4 million will be allocated to projects which support a range of sustainability, climate, environmental and heritage protection activities.

The Community Sustainability Action grants will be delivered through regular targeted rounds.

This round of the Community Sustainability Action grants will provide passionate and dedicated researchers with the opportunity to improve the outcomes for Queensland's koala population.

Grants of up to \$100,000 (ex. GST) are available to eligible tertiary education institutions and other entities involved in scientific research for projects which address one or more of the Queensland Government's koala conservation research priorities.

These priorities are outlined on page 8 and have been developed in consultation with the Koala Expert Panel established by the Queensland Government in 2016. It is anticipated that research into these priorities will inform practical management options to assist government improve the outcomes for koalas.

This is a wonderful opportunity to share in funding for worthwhile research projects which will make a real difference to Queensland's koalas. I encourage you to consider the guidelines and apply for a grant.

### **Dr Steven Miles**

Minister for Environment and Heritage Protection and  
Minister for National Parks and the Great Barrier Reef



# Contents

Minister's foreword .....	iii
Overview—Koala research .....	6
Guidelines for applicants .....	7
Program objective – Koala research .....	7
Eligible organisations .....	7
Ineligible organisations .....	7
Principal investigator .....	7
Applicant organisation support .....	8
Funding .....	8
Research priorities .....	8
Assessment criteria .....	9
Ineligible projects and activities .....	9
Confidentiality .....	9
Permits and ethical clearance .....	9
When will funds be available to successful applicants? .....	10
What if I am not registered for GST? .....	10
Any other questions? .....	10
Application and assessment stages .....	11
Some conditions of the grants .....	12
Required documents .....	13

## Overview—Koala research

The koala research category of the *Community Sustainability Action* grants program will provide grants totalling up to \$600,000 to eligible tertiary education institutions and entities involved in scientific research to undertake research into Queensland's koalas with the aim of informing government to develop more effective koala conservation policy and management activities.

Grants of up to \$100,000 (ex. GST) will be provided for projects which undertake research into:

- the threats to Queensland's koalas and developing or identifying strategies to mitigate these threats
- methods to create stakeholder partnerships for effective koala conservation, and how to foster behavioural change in the community
- the dynamics of koala habitat and appropriate koala habitat management techniques
- improved koala survey and monitoring techniques
- appropriate koala translocation and reintroduction policies
- effective and appropriate market-based instruments for koala conservation.

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

For more information please email [csagrants@ehp.qld.gov.au](mailto:csagrants@ehp.qld.gov.au) or call the grant program office on telephone 3330 6360.

Applications close on 5 May 2017 with funding available to successful recipients within the second half of 2017.

All projects must be completed within three years of 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. The application form is available at [www.qld.gov.au/environment](http://www.qld.gov.au/environment).

### Program objective – Koala research

The objective of this grant program is to provide funding for research to identify solutions and strategies for improved koala conservation.

This program will provide grants to eligible applicants to undertake research into:

- understanding the threats to Queensland's koalas and developing or identifying strategies to mitigate these threats
- methods to create stakeholder partnerships for effective koala conservation, and how to foster behavioural change in the community
- the dynamics of koala habitat and appropriate koala habitat management techniques
- improved koala survey and monitoring techniques
- appropriate koala translocation and reintroduction policies
- effective and appropriate market-based instruments for koala conservation.

Projects funded will be those which improve government decision making in regards to koala conservation policy and assist in the development of more effective koala conservation programs.

### Eligible organisations

Organisations which are eligible to apply for a grant are:

- tertiary education institutions administered by the Commonwealth or State
- entities involved in scientific research.

The applicant organisation must hold an Australian Business Number (ABN).

### Ineligible organisations

Organisations which are ineligible to apply for a grant include:

- statutory bodies
- government-owned corporations
- Australian government agencies (other than tertiary education institutions)
- state government agencies (other than tertiary education institutions)
- for-profit groups and public companies
- local government authorities.

### Principal investigator

Applications must identify a principal investigator to administer the grant and to lead all aspects of the research project.

The principal investigator should be an employee of the applicant with a contract in place which is longer in duration than the duration of the project.

Up to two grant applications may be submitted by a researcher named as principal investigator. A maximum of one grant will be awarded to a researcher in their capacity as a principal investigator.

## **Applicant organisation support**

The applicant organisation:

- will administer the grant and provide basic support, such as suitably equipped accommodation and office services, workshop support, and adequate computer time
- takes full responsibility for the legal and financial accountability of the proposed project, including signing the grant funding agreement and/or any declarations
- must provide evidence of insurance for the duration of the grant period
- is not able to financially benefit from the grants funding.

Each application must be endorsed by the designated head of an organisation, certifying that the:

- project is appropriate to existing workloads of the research team
- project can be accommodated with existing resources and infrastructure available from the host institution
- audit requirements of the grant contract can be fulfilled.

## **Funding**

A total of \$600,000 in funding is available under the Koala Research category of funding. Applicants in this round may seek grants funding up to \$100,000 (exc. GST) and all funds must only be spent in accordance to the purpose for which the funding was provided. Funds provided are subject to the Goods and Services Tax (GST).

A successful principal investigator will not receive more than one grant per round of the program.

The research project cannot have been previously funded.

## **Research priorities**

Projects which address one or more of the below research priorities will be considered for funding. Research priorities are listed in no particular order.

### **Threats**

Research that develops understanding of complex interactions amongst threats to Queensland koalas and identifies effective on-ground management strategies for mitigation of preventable threats to Queensland's koalas.

### **Community engagement**

Research into how to create partnerships that are effective for koala conservation, and how to modify human behaviour to address threats to koalas in both rural and urban communities.

### **Monitoring and survey techniques**

Research into effective monitoring techniques that will deliver information to support koala conservation activities, including advances in technology and improved survey design processes, for use by stakeholders.

### **Habitat dynamics**

Research into the dynamics of koala habitat and identification of appropriate management interventions.

### **Translocation and reintroduction**

Research to define the limits/boundaries to translocation taking into account genetic variation and regional phenotypic adaptation, issues of welfare and impact on the dynamics of the receiving population.

### **Market-based solutions**

Research into the effectiveness of, and most appropriate, market-based instruments (e.g. incentive payments, offsets, carbon farming and other emissions reduction fund strategies) for koala conservation on land outside of protected areas.



## Assessment criteria

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

- How well the project addresses a research priority.
- The potential impact of the research to koala conservation, including the:
  - level of innovation of the research and if the research fills a knowledge gap
  - extent the research will inform future policy and management decisions.
- The project's approach and methodology, including:
  - whether the research project's design and methodology will effectively and efficiently address the research questions in the project
  - the appropriate use of cross-disciplinary approaches or collaborations
  - if clear pathways to achieve the research's impact are identified.
- Value-for-money, including:
  - the cost effectiveness of the project relative to the likely benefits of the research outcomes
  - whether the research proposed is feasible, well budgeted, well organised and achievable within three years
  - the value of any in-kind contributions in relation to the total grant sought.
- Delivery capability of the proponent, including:
  - the appropriateness of the principle investigator's and research team's track record/s, including publishing in peer review literature
  - whether the host institution is able to provide the required support.

## Ineligible projects and activities

The following costs will not be considered for funding under this round of the grant program:

- organisation overheads or administration fees
- consulting fees or honoraria paid to the principal investigator in addition to normal salary
- hire of computer time on a computer within the applicant's own organisation
- attendance and/or presentations at conferences or workshops.

## Confidentiality

The department may publish, release or otherwise disclose the names of recipients of grants under this program, the amount granted, the purposes for which the funds were granted and any other information related to the grant as required.

All documents submitted to government are subject to right to information (RTI) and are available by making a valid application.

## Permits and ethical clearance

All activities carried out as part of research funded or otherwise supported by the department must be undertaken in full compliance with the laws and regulations of the Queensland and Australian governments.

Where the activity involves the use and care of living non-human vertebrates or tissue for scientific purposes, the principal investigator must obtain review of and approval for such scientific purposes from a recognised animal ethics committee operating under the Australian Code of Practice for the Care and Use of Animals for Scientific

Purposes. The principal investigator agrees to provide the department with a certificate of compliance with the appropriate guidelines prior to the commencement of any such scientific activities.

Please note that no funds for successful grants will be released until the necessary ethical clearance has been obtained.

## **When will funds be available to successful applicants?**

Funding is expected to be available to successful applicants from mid-2017, pending signing by both parties of a Grant Deed, and provision of all required documentation to the Department of Environment and Heritage Protection (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 acquittal.

## **What if I am not registered for GST?**

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

For non-registered organisations, the application form provides more detailed information on how the budget should be represented.

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/>.

## **Any other questions?**

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@ehp.qld.gov.au](mailto:csagrants@ehp.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 a grant application will be made based on the information contained in that application.

## 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. Call the department on telephone (07) 3330 6360 if you have a question relating to these guidelines or if you would like to discuss your application.

Set up a free online SmartyGrants account. All applications must be completed using SmartyGrants. Previous SmartyGrants users can use the same Smarty Grants account. A help guide for applicants is available at <http://help.smartygrants.com.au/display/help/Help+Guide+For+Applicants>

Start your application early to ensure you have enough time to gather supporting information. Failure to provide relevant supporting documentation may affect the success of your application.

### Step 2 – Submit your application

Submit your application via SmartyGrants by 5 May 2017.

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

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

### Step 3 – Assessment of applications

Assessment will be undertaken by departmental staff and external representatives with relevant expertise.

Assessment will be based on the criteria identified on page 9.

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 Heritage Protection, is the decision-maker for all grants recommended for funding by the assessment panel.

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.

The department will email 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 [csagrants@ehp.qld.gov.au](mailto:csagrants@ehp.qld.gov.au).

## Some conditions of the grants

### All projects

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 will 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. Applicants will be required to have, or be able to obtain, all necessary planning, regulatory or other approvals before agreed commencement.
6. Salaries for any personnel involved in the project are eligible to receive funding. However, funding will not be considered for personnel in receipt of a salary from government departments or instruments. Salaries will only be funded for that portion of time for which personnel are engaged in the project.
7. 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.
8. All grant recipients will be required to submit periodic reports as per the department's requirements. Reports will be requested on at least a six-monthly basis.
9. 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.
10. 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.
11. Final funding payment will be made on completion of the project and the department's acceptance of acquittal documentation.
12. 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.
13. The funded organisation will be provided with information detailing the financial and operational requirements of the grant.
14. The grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
15. The approved organisation must comply with all terms and conditions in the grant deed.
16. Applicants must be covered by at least the following insurance:
  - a. public liability insurance of a minimum of \$10 million
  - b. workers and volunteers under the *Queensland Work Health and Safety Act 2011*.
17. Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the

guidelines and grant deed.

18. Funding will not be available prior to signing by both parties of a grant deed, along with the provision of all required documentation to the department.

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

20. A principal investigator will not receive more than one grant per round.

21. All projects must be completed within three years from the project start date.

## Required documents

All applicants must submit the following with the application:

- a detailed map of the site location, clearly showing specific areas where activities will occur (where applicable)
- landholder approvals (template can be requested from the department)
- a copy of the principal investigator's curriculum vitae
- quotes to support significant expenditure (over \$5,000 excluding GST) as detailed in the project budget
- 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 professional indemnity insurance
- 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*
- a copy of the organisation's latest bank statement showing the BSB and account number. This is required to verify vendor account details for EFT payments.

The following will be required to be presented to the department on request should your application be shortlisted or successful:

- approval from a recognised animal ethics committee operating under the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes to undertake the project or components of the project (where applicable).