

# Wet Tropics Community NRM Grants Guidelines

## Introduction

Terrain Natural Resource Management (Terrain) is an independent not for profit organisation working with the community, industry and government in Australia's Wet Tropics region. Terrain's role is to work with communities to ensure sustainable management of our water, land, soils and biodiversity. We are custodians of a community based regional NRM plan, which helps determine goals and priorities across the Wet Tropics.

Terrain's 3-year Community NRM Small Grants Program aims to support Wet Tropics community groups to undertake priority natural resource management activities. This grants program is a combination of funding from the Australian Government's National Landcare Program (NLP) and Terrain's Natural Capital Fund totalling \$732,845. An additional \$256,147 from the NLP is available to support Traditional Owner groups, with allocation of these funds to be determined through a separate process currently under development.

The Community NRM Small Grants aim to deliver local and long term outcomes specifically for the Wet Tropics priorities, but in line with regional, national and international obligations. Terrain has worked directly with its member organisations to design the grants program, taking account of the requirements of the funding sources. At a workshop held on 16 April, twenty three representatives from Terrain member organisations agreed on a wide range of the grants components, which are now reflected in these guidelines.

## Funds Available

### Australian Government

#### National Landcare Program (NLP)

Communities caring for their environment	\$197,012
Communities protecting species & natural assets	\$360,823

### Terrain NRM

#### Natural Capital Fund (NCF)

Assist in the protection and enhancement of the natural environment of the Wet Tropics.	\$174,650
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<b>Total funds available for Community NRM Grants program</b>	<b>\$732,485</b>
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## Timeframes

Guidelines Released	➤ 27 April
Electronic Application available	➤ 14 May 2015
Applications Close	➤ 14 June 2015
Assessment Process complete	➤ 14 July
Announce Successful Projects	➤ 15 July 2015
Contracts Issued	➤ End July 2015
Project Completion	➤ 31 May 2018

## Further Information

Terrain Website - [www.terrain.org.au](http://www.terrain.org.au)

Phone: 07 4043 8000

## Your local Terrain staff member

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## Eligibility Requirements

- Grants are open to Community NRM groups within the Wet Tropics Region (go to [www.terrain.org.au](http://www.terrain.org.au) for a map of this area).
- Individual land holders are ineligible to apply but are encouraged to partner with their local community NRM group (e.g. Landcare group, catchment group, tree planting group) regarding potential projects on their land. Terrain can provide information on your local group.
- Applicant groups must be incorporated. A non-incorporated group may seek funding for a project, but will need to be sponsored by an incorporated organisation. This sponsor will take full responsibility for the legal and financial accountability of the proposed project including signing the grant funding agreement and/or any declarations.
- Applicants must engage with local Traditional Owners in the development of projects. Terrain staff can assist applicants to contact Traditional Owners.
- An on-site visit may be required as part of assessment process and applicants must be available to meet Terrain NRM staff during this period and as required for the period of the contracted project.
- Monitoring and reporting will be a requirement of the agreement.
- Full records of the expenditure of the funds and in-kind cash contributions must be kept by you for 7 years.
- National Landcare Program funds must be acquitted by 30 June 2018 therefore projects must be completed in full by **31 May 2018**. NCF funds do not have to be expended by 30 June 2018.

## Grant Contracts

Successful projects will be required to enter into a formal contract with Terrain for disbursement of the grant funds. This contract will specify the activities and outcomes of the project, as well as the schedule for payment. Payments will be made according to achievement of agreed milestones in the contract schedules and acceptance of progress reports and a final report.

Terrain is legally obligated to provide and maintain, a workplace that is safe and without risk to health and the environment and this obligation flows through to all subcontractors. The community grants program recipients must exercise all necessary precautions for the health and safety of all persons including employees and members of the public. As a condition of the community grants program, all applicants need to identify Occupational Health and Safety risks and describe the control methods they will use to reduce those risks. Based on this information, Terrain may then require the submission of a Risk Assessment and Safe Work Method statements.

## Reporting

Grant recipients will be required to submit regular progress reports against milestones according to a set template that will be provided at the initiation of the project. *Please be aware that providing specific information on activities related to engagement with Traditional Owners will be a mandatory component of the reporting template.* Payments will be dependent on the submission and acceptance of these progress reports.

For on-ground works projects, grant recipients must be prepared for Terrain staff to undertake one or more site visits during, and/or on completion of the project. The project may be the subject of a case study prepared by Terrain for reporting and communication purposes.

## Eligible activities

As part of the Member workshop on 16 April, participants recommended activities that would be eligible for funding through this grant process. These include, but are not limited to the following:

- Riparian restoration
- Repairing and restoring habitat (including endangered regional ecosystems)
- Site supervision and project management of community/catchment group activities
- Education and awareness raising events/activities
- Contribution to “value add” to existing projects – (in this case, the value/merit of the existing project itself will be taken into consideration)
- Weed, pest animal and pathogen control
- Research component of a project
- Monitoring and basic condition assessment
- Maintenance of previous sites
- Native fish restocking
- Fish passages and connectivity
- Farmer engagement with principles of Landcare
- Projects with a focus on innovation
- Projects that contribute to the survival of community groups
- Technical/professional advisory services
- Wildlife friendly fencing for stock exclusion
- Innovative processes/methods which may take longer to achieve aims

## Ineligible activities

The following activities will not be eligible for funding under this grants program:

- Costs incurred before the commencement date of a contract between the Applicant Group and Terrain.
- Activities that have a negative impact on any matter of environmental significance or will create a known environmental risk.

## Grant limit

The following funding limits were determined through the Members' workshop:

- There is no minimum funding limit for projects
- There is a notional maximum limit of **\$30,000 ex GST**.
- Projects *can* exceed the maximum notional limit if value for money can be clearly demonstrated or a multi group project is developed.

## Project Administration

Up to 10% of the project budget may be allocated towards project administration of funded projects. Administration costs are operating expenses incurred by the group in the running of the project, such as accounting fees, contribution to office rent, telephone and IT services, secretarial support etc.

Administration does not necessarily include the cost of coordination and/or technical assistance to actually run the project which can be included as a budget item within the project. However, if you incorporate staff/technical costs, please take account of the impact this may have on value for money and outcomes delivered.

## In Kind Contribution

There is no requirement for in-kind contribution by the applicant. However, in-kind contributions may be a consideration in assessing the project against the "value for money" criteria. Any inclusion of in-kind needs to be a genuine additional contribution/leverage for the project. For assistance with costings for any in-kind contribution, please contact your Community Partnerships Officer.

## Assessment Process

### Assessment Criteria

The following criteria will be used to assess applications:

1. Extent to which the project delivers on the objectives of the National Landcare Program and/or local priorities (guided by the outcomes of the Local Landscape Workshops being held in April and May)
2. Group capacity to successfully deliver the project, including ability to assess and manage OH&S risks.
3. Value for money (including in-kind/cash contributions from the recipient and other partners).
4. Opportunities for developing, or enhancing, partnerships with others.
5. The extent to which the project will involve Traditional Owners in planning and implementation.

### Assessment of Projects

Project applications will be assessed by a five member independent panel that has been selected by Terrain members. This panel will assess applications against the Assessment Criteria stated above. Terrain staff will provide support and probity arrangements ensuring transparency, integrity and accountability of the assessment process.

## Application Forms

From May 14 2015 applicants will be able to complete their application forms either online through a public portal (recommended) or if access to the internet is a problem, through a word document.

The application forms will focus on providing the applicants with the opportunity to describe their project and how it meets the selection criteria.

We will send you confirmation that we have received your application via mail or email. If you do not receive a confirmation within 3 working days of sending us your application please call our office on **07 4043 8000**.

## Timeline

1. Electronic application forms (online and hard copy) will be available from the 14 May. Go to [www.terrain.org.au](http://www.terrain.org.au) to access the electronic forms.
2. The Application process will close at 5:00 PM on Sunday 14 June 2015.
3. The assessment process will occur between 15 June and 14 July. During this period, Terrain may contact your group for extra information following submission to assist with project assessments.
4. Successful applicants will be advised on 15 July 2015.
5. It is anticipated that successful project applicants will be sent a contract by the end of July and will be required to sign and return the contract as soon as possible. *Please note:* work cannot progress until the signed contract is received by Terrain NRM.
6. National Landcare Program funds must be acquitted by 30 June 2018 and in that case projects must be completed in full by **31 May 2018**. Terrain funds do not have a completion deadline.

## Terrain Technical Support

Terrain staff can provide technical advice in the formulation of project ideas, and identifying possible partnerships for delivery. We strongly recommend that you contact Terrain Community Partnership staff to arrange for a discussion and/or site visit relating to your proposed project as early as possible. *The ability of staff to provide assistance will be dependent on demand and workload, and we strongly recommend you contact staff early in the application period as limited assistance will be available in the one-two weeks prior to the submission deadline.*

Terrain's Community Partnership staff member in your area will also be available to provide ongoing support to deliver successful projects and reporting and monitoring the results.

## For More Information...

A **Frequently Asked Questions** sheet is attached to these guidelines and will be updated on a regular basis. If you have other questions, please contact your local Community Partnerships Officer provided on the front page.