# State NRM Program Community Grants

## Guidelines 2014

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For more information contact:
State Natural Resource Management Office
Phone: (08) 9368 3177
Email: snrmo@agric.wa.gov.au
Website: nrm.wa.gov.au

Applications close Friday 20 June 2014
If you would like feedback on your application before the closing date please contact us before Monday 2 June.
What are Community Grants?

Community Grants provide funding for community-based projects that protect and restore the local environment. They are a component of the State Natural Resource Management (NRM) Program, an initiative of the Western Australian (WA) Government.

Up to $2.7 million is available in 2014-15.

Grants of between $10,000 and $50,000 are available for activities that help conserve, restore, rehabilitate or enhance a local natural area or conserve biodiversity. On-ground works, as well as planning, training and resource assessment activities are eligible. Projects can work in land, water and marine environments.

Priority will be given to projects that benefit public areas either directly or indirectly.

Past and current recipients of our grants are eligible to apply for these grants. Your group can also apply for more than one grant.

Grant time-frame

The time-frame needed to complete a project is negotiated during the contracting process. Generally, projects should be completed within 18 months of the commencement date.

Who can apply?

You can apply for a grant if you are an incorporated community group or sponsored by an incorporated body. Your group or sponsor must also have an Australian Business Number (ABN).

Examples of eligible groups:

- community groups including Land Conservation District Committees (LCDC), production groups and “Friends of” organisations
- incorporated not-for-profit organisations
- Aboriginal corporations, land councils or incorporated associations
- local government authorities
- primary and secondary schools.

Schools, local governments and LCDC don’t need to be incorporated but must have an ABN.

Project activities must be located within the jurisdiction of the WA Government. Activities on Christmas and Cocos (Keeling) Islands are not eligible.

Sponsor organisations

If your group is not incorporated you can still apply for these grants, you just need a sponsor.

Any incorporated group can be a sponsor. Regional NRM groups, local government authorities and state government agencies often act as sponsors.

If you have a sponsor please include a letter from them with your application that shows they understand their responsibilities and agree to act as your sponsor.

Responsibilities of a sponsor

Your sponsor will be the banker for the project and responsible for ensuring you meet obligations set out in your funding agreement.

Sponsors can charge an administration fee for their services. This fee should be allocated from the standard administration allowance (see page 5) and should be no more than $2000. If your sponsor is charging a fee please show the amount they are charging and what services they will deliver under question four in the ‘funding requested’ section of the Application form.
Non-eligible groups

These groups are not eligible to apply but can partner eligible groups:

- state government agencies
- regional NRM organisations (Rangelands NRM, Northern Agricultural Catchment Council, Perth Region NRM, Peel Harvey Catchment Council, Wheatbelt NRM, South West Catchment Council, and South Coast NRM)
- tertiary education institutions
- registered businesses
- individuals.

Non-eligible activities

These activities will not be funded by these grants:

- purchase, lease or acquisition of land
- purchase of clothing
- standard boundary fences considered the landholders responsibility
- purchase of equipment or materials normally considered part of a landholders responsibility when managing their property unless a percentage of public benefit can be proven (that percentage may be considered for funding)
- sustainable agriculture activities considered standard practice in the region
- planting species that are known to be an environmental or agricultural weed
- activities considered to be an organisation’s or landholder’s statutory or regulatory responsibility
- activities to beautify or improve amenity that cannot be directly linked to an NRM outcome
- removal of old infrastructure (including fencing)
- works, planning or site assessment completed prior to the application being submitted
- purchase of information available free of charge
- subsidies for commercial operations
- roadside weed control, unless it is to control a Weed of National Significance or a WA Declared Weed
- subsidies for volunteer travel
- gravel pit restoration
- data and information development that is readily available
- construction of new roads, tracks or car parks or the resurfacing of existing infrastructure unless they are directly linked to a NRM outcome
- playgrounds that cannot show clear NRM benefits

Other grant applications for the same work

We encourage you to apply for funding from as many sources as possible.

If your organisation has applied for multiple grants to undertake the same activity and is notified of a successful application after submission to this program, State NRM Program funding will not normally be offered. If just partial funding is obtained, part funding from this program may still be offered.
General criteria

Aboriginal engagement

To be eligible for these grants you need to consult with local Aboriginal groups during the development of your project, irrespective of land tenure (public or private).

The purpose of this is to identify:

- sites of significance and any impacts the project may have on these
- ways of managing potential impacts of the project
- local people or groups that may be working on the same site or issue

Contacting local Aboriginal people and making sure they are aware of and can contribute to your project is a professional courtesy and helps your group develop stronger networks and relationships.

Where to start

Ask First: a guide to respecting Indigenous heritage places and values

Ask First provides practical guidance on how to consult and negotiate with Aboriginal stakeholders. It is available to download from our website [http://www.nrm.wa.gov.au/aboriginal-nrm/library/publications.aspx](http://www.nrm.wa.gov.au/aboriginal-nrm/library/publications.aspx)

Regional NRM groups

Aboriginal NRM coordinators are located throughout WA in each of the states seven regional groups. They can provide advice on community engagement and on-ground works.

Ask for your local Aboriginal NRM professional at the regional group closest to you.

- [Northern Agricultural Catchments Council](#) (Geraldton)
- [Peel Harvey Catchment Council](#) (Mandurah)
- [Perth Region NRM](#) (Midland)
- [Rangelands NRM](#) (Perth head office, Broome, Geraldton)
- [South Coast NRM](#) (Albany, Esperance)
- [South West Catchments Council](#) (Bunbury)
- [Wheatbelt NRM](#) (Northam)

Aboriginal land councils

These native title representative bodies give Aboriginal people a voice on issues affecting their lands, seas and communities. They also run community, environmental and economic development projects and may be able to assist with the consultation process.

- [Kimberley Land Council](#)
- [Yamatji Marlpa Aboriginal Corporation](#) (Pilbara and Geraldton regions)
- [Central Desert Native Title Service](#)
- [Goldfields Land and Sea Council](#)
- [South West Aboriginal Land and Sea Council](#)

State NRM Office

If your regional NRM group and local Aboriginal land council were unable to help you with the consultation process please call David Collard, State Aboriginal NRM Coordinator, at the State NRM Office P: (08) 9368 3198 M: 0409 075 345 E: david.collard@agric.wa.gov.au

If the outcome of discussions is that further consultation is required, and that the consultation will incur a fee, you can include that fee in your project budget.
Contacting your regional NRM group

Your regional NRM group should be made aware of your intention to apply for this grant. They may be able to assist with your application form and can act as a sponsor if required.

Regional NRM groups also provide unbiased advice on all applications submitted in their region as part of our assessment process.

- Perth Region NRM – P: 9374 3333 E: enquiries@perthregionnrm.com
- Peel Harvey Catchment Council – P: 6369 8800 E: admin@peel-harvey.org.au
- South West Catchments Council – P: 9780 6193 E: swcc@swccnrm.org.au
- South Coast NRM – P: 9845 8537 E: info@southcoastnrm.com.au
- Northern Agricultural Catchments Council – P: 9938 0100 (Geraldton) 9973 1444 (Perenjori)
- Rangelands NRM Western Australia – P: 9468 8250 E: info@rangelandswa.com.au
- Wheatbelt NRM – P: 9670 3100 E: info@wheatbeltnrm.org.au

Background on regional groups
WA’s seven regional NRM groups provide leadership in natural resource management and have good knowledge of issues in their region. They employ staff with specific knowledge and skills in biodiversity conservation; managing land, waterways, coastal and marine environments; and Aboriginal consultation. If you need help developing parts of your project these people should be able to help.

Partnerships
Projects that work in partnership with other groups such as local government authorities, government agencies, non-government organisations, education institutions and community groups will be considered favourably, especially if these partners contribute resources to the project.

A letter of support from each partner must accompany your application and outline any contributions they have agreed to provide. Contributions can include cash donations, donations of materials, free use of equipment, free provision of services and volunteer efforts.

Sponsor organisations can be partners.

Co-contributions
Where possible the total co-contribution towards the project should match or exceed the grant you apply for.

Co-contributors include your group and anyone else contributing towards the project, including partners, other groups, government agencies, businesses, landholders, regional NRM groups and other grants.

Co-contributions can be:
- cash donations or other grants
- in-kind contributions.

Some examples of in-kind contributions include:
- adult volunteer assistance accounted at a rate of $250 per day or $30 per hour per person
- school children volunteer assistance accounted at a rate of $15 per hour per child
- free provision of materials (e.g. fencing materials, chemical, baits)
- free use of specialised equipment and the services of its operator (account at the full cost)
- free professional and expert services (account at the full cost)

If matching contributions cannot be identified please let us know why under question two in the ‘funding requested’ section of the Application form.
Administration allowance

$2000 per project can be used to cover administration costs including:

- project coordination
- general office and project costs including phone, internet and printing
- costs associated with the use a sponsor
- insurance (volunteer, public liability and personal accident)
- end of project financial audit costs.

This allowance does not require justification in the application form unless it is used to pay for a sponsor. If your sponsor is charging a fee please show the amount they are charging and what services they will deliver under question four in the ‘funding requested’ section of the application form.

Additional administration costs

If the standard allowance of $2000 is insufficient, you may apply to use up to 10 per cent of your grant to pay for additional costs such as coordination and management. You need to provide solid justification for this request under question five in the ‘funding requested’ section of the application form.

Grant funds cannot be used for salaries or employment unless they fit within this 10 per cent.

Consultants and contractors

Grant funding can be used to engage consultants and contractors for specialist activities and jobs that your group doesn’t have the capacity for.

These types of activities can be funded out of the general project budget and are not classed as salaries or employment.

If you chose to use consultants or contractors please provide details of these under question five in the ‘funding requested’ section of the application form.

Insurance

If your application is successful you will need public liability, personal accident and professional indemnity insurance. If you don’t have this, it may be provided through your sponsor organisation or partners or funded through your grant if you include it in your application.

Attachments

All attachments requested in the application form must be submitted at the time of application.

No other attachments should be included.

If you believe other sources of information are relevant or support your application, please list them under ‘additional information relevant to this application’ on the second last page of the application form.

Complete the checklist at the end of the application form to make sure you don’t miss anything.
Specific information on specific activities

Remnant vegetation protection

Protecting remnant vegetation is a highly desirable activity.

Priority will be given to projects that:

- have a high protected-area to boundary ratio (large patches are a higher priority than long thin areas)
- include works in addition to fencing (for example weed control)
- include revegetating corridors to connect bush areas
- incorporate buffer zones
- incorporate cross-boundary remnant protection.

Replacing or repairing fences previously funded under other programs will be considered, just provide details of any covenants applied to the area. Repairs to fences constructed by landholders will also be considered.

Coastal and marine protection

Types of activities that will be funded include:

- protection of dune systems and biodiversity
- pest weed and animal control in coastal and marine areas
- protection of marine resources (plant and animal)
- capacity building (education and training) that leads to on-ground activity
- planning that leads to on-ground activity.

Peri-urban

Peri-urban dwellers and hobby and lifestyle farmers often hold strong conservation and environmental values but have limited capacity to undertake activities.

Types of activities that will be funded include:

- engagement that improves the capacity of residents to adopt NRM practices (e.g. training)
- control of weeds
- revegetation
- fencing to protect remnant vegetation and waterways.

Priority will be given to activities on public lands or activities on private land that help protect public lands.

Fencing

Fencing can help protect remnant vegetation, waterways, revegetation and fragile areas of biodiversity.

Things to consider in your application:

- Funding for materials is limited to $4000 per kilometre unless higher rates are justified under question three in the ‘funding requested’ section of the application form.
- Funds cannot be used to pay a landholder to construct boundary fences on their own property. If a boundary fence is constructed it’s considered an in-kind contribution towards the project.
- Funds may be used to employ a contractor to construct fences. This is particularly relevant where the landholder is unable to undertake this task themselves. Examples where this may be relevant include peri-urban areas, or in difficult terrains. If a contractor is required, justification must be provided under question six in the ‘funding requested’ section of the application form.
- Repairs of fences bounding publically-managed lands, such as a National Park, will be considered for funding if justification is provided under question three in the ‘funding requested’ section of the application form. A letter from the vesting authority identifying the contribution they will make must also be provided.
Revegetation

Things to consider in your application:

- Funds cannot be used to pay landholders for site preparation or planting. Where landholders conduct this work it is considered an in-kind contribution towards the project.
- Funds can be used to employ a contractor for site preparation and planting if the group or landholder is unable to undertake these tasks if justification is provided.
- Funds can be used for the purchase or collection of local provenance seeds.

General guidelines for revegetation activities:

- a minimum of 800 stems per hectare are planted
- local provenance species are used
- seedlings are purchased for no more than $3 per stem.

If your activities are different to these guidelines please provide justification under question three in the ‘funding requested’ section of the application form.

Pest plants, animals and diseases

Protecting areas from pest plants, animals and diseases is highly desirable.

Things to consider in your application:

- Priority will be given to control of Weeds of National Significance WONS). The latest list of WONS is available at [weeds.org.au/WONS/](http://weeds.org.au/WONS/) (scroll down to the bottom of the webpage for the list).
- Priority will also be given to control of Declared Plants of Western Australia. Contact the Department of Agriculture and Food for the latest list of declared plants [agric.wa.gov.au](http://agric.wa.gov.au).
- Control of other weed species on public lands will be considered.
- Control of feral animals on public land will be given priority over control on private land except where control on adjacent public lands occurs at the same time.
- Priority will be given to fungal and other diseases that affect remnant vegetation on public lands or on private land where control will reduce the risk of spread to public land.
- Control of plant and animal pests in marine, estuarine, wetland and/or river areas will be considered.

Sustainable agricultural and pastoral land management

Projects should lead to improvements in the condition of land, soil, vegetation and or water.

Things to consider in your application:

- Priority will be given to activities that span more than one property (particularly in agricultural areas).
- Research projects must have a practical component.
- Planting of recognised commercial species will be considered if they are a part of an innovative trial or demonstration and not part of general farm operations.
- Replicating, trialling or demonstrating activities considered standard practice or that are well researched in an area will not be considered.

Examples of activities that will be funded:

- fencing to subdivide a paddock as a demonstration area or restrict stock access to allow natural regeneration
- trials and demonstrations with a strong education component (including field days)
- controlling pest plants and animals that impact on vegetation and or stock
- building the capacity of Aboriginal people to participate in sustainable land management practices
- implementing components of Ecologically Sustainable Rangelands Management plans.
Infrastructure and asset purchases

Infrastructure can be funded if it has clear NRM benefits.

Examples of eligible infrastructure:

- signage for educational purposes or to protect the environment
- bird hides or bird viewing platforms that have environmental benefits
- infrastructure that contains or controls vehicle or pedestrian access (such as bollards)
- components of playgrounds that clearly demonstrate an NRM education benefit
- pathways that assist in preserving the environment
- earthworks that clearly demonstrate a NRM benefit.

Infrastructure considered to be the responsibility of the applicant will not be funded. For example, road construction or resurfacing and car park construction.

Assets can be purchased where there is an identified public benefit or if it is essential to the project. Assets worth more than $5000 must be identified individually in the application under question seven in the ‘funding requested’ section of the application form.

Capacity building

Activities that increase the ability of people to engage in on-ground NRM activities can be funded.

Examples of activities:

- field days and workshops
- information seminars
- training
- improving the governance processes of groups
- activities that focus on school children’s environmental education
- Aboriginal ranger group training.

Information and products

Planning

Projects that develop a plan should clearly show how the plan will be used in future management of the area.

Monitoring

Monitoring activities (such as photo point monitoring) are generally considered an in-kind contribution.

Purchase of equipment for monitoring (such as remote sensing cameras) can be funded through these grants.

Research

Research activities that build on current knowledge can be funded if you identify how the results will be used in the future to preserve or protect the area. All relevant current research should be acknowledged.

Research that focuses on practical implementation of activities not common practice in an area can be funded.

Data collection

Activities that collect data should clearly show how it will be used to improve the condition of the area and how it will be managed and shared.
Devolved grants

Devolved grants are considered an appropriate delivery method for a project.

Things to consider in your application:

- The project has a greater chance of being approved if it identifies the exact area where activity will take place and provides evidence of landholder support.
- Activities such as protection of remnant vegetation, riparian restoration and revegetation will be given priority if they are contained in a sub-catchment or are linked rather than dispersed across a large area.
- Activities that have private benefit must also deliver public benefit.

Maps required where work is conducted on more than one site:

- individual site maps showing the different activities to be undertaken
- an overarching map showing where each site is in relation to the others
- an overarching map identifying activities that have already taken place in the project area.
Submission of applications

APPLICATIONS CLOSE: 5 pm Friday 20 June 2014

Applications must be submitted by email in Microsoft Word format to snrmo@agric.wa.gov.au.

If you do not have access to email you can submit a hard copy.

All applicants will be notified by email that their application has been received. If you do not receive an email within five working days of the closing date please contact the State NRM Office.

The checklist at the end of the application must be completed and submitted with your application.

Before submitting your application

Before submitting your application, please read the ‘Information kit for grant recipients 2014 – 2015’ (available at http://www.nrm.wa.gov.au/grants/state-nrm-program) for what to expect if your application is successful.

It explains:

- processes involved in developing your funding agreement
- expectations of how the project will be managed
- reporting requirements
- requirements for acknowledging the State NRM Program as a funding provider
- where to find examples of contracting and reporting templates and the funding agreement.

Assessment and approval process

Applications will be assessed at a regional and state level.

- Regional NRM organisations review applications from within their region.
- A technical panel assess all projects across the state.
- An independent panel assess all projects, taking into consideration advice from the NRM regional groups and technical panel, and makes a recommendation on the projects to be funded.

A list of recommended projects goes to the WA NRM Ministerial Council and then to Cabinet for comment and approval. Projects may be wholly or partly funded and may have conditions attached that need to be satisfied before funding is granted.

Conditions

Examples of conditions sometimes placed on projects during the assessment process:

- providing a species list prior to revegetation activities
- providing more details on an aspect of the project
- that you approach specialists organisations or departments for advice on parts of the project
- that you increase in-kind contributions towards the project
- that you increase community participation in project activities.

Announcement of successful projects

Minister for Agriculture, Food and Fisheries, the Honourable Ken Baston will announce successful projects.

This announcement is expected in early November.

Details will be placed on the State NRM Office website nrm.wa.gov.au and emailed to website subscribers.

All applicants whether successful or not will be advised formally in writing.
### Appendix 1: Example project plan (this page is A3 size)

<table>
<thead>
<tr>
<th>Activities</th>
<th>Resources</th>
<th>Funding Source</th>
<th>Co-contributions (cash and in-kind)</th>
<th>State NRM Program grant $(ex GST)</th>
</tr>
</thead>
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<tr>
<td><strong>Describe what you will achieve</strong></td>
<td><strong>Start MM/YY</strong></td>
<td><strong>Finish MM/YY</strong></td>
<td><strong>Describe the materials, equipment and labour you need</strong></td>
<td><strong>Cost per unit $(ex GST)$</strong></td>
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<td>Administration – establish working group, meetings, organisational and governance responsibilities, promotional material</td>
<td>Feb 2015</td>
<td>Dec 2015</td>
<td>Stationary, design and printing, utilities, insurance, financial audit, meeting costs, venue hire, etc.</td>
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<td>Project Management</td>
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<td>Dec 2015</td>
<td>Coordination, financial management, reporting, professional advice</td>
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<td>Monitoring and Evaluation</td>
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<td>Dec 2015</td>
<td>Establish monitoring protocol</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Dieback Mapping (Consultant)</td>
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<td>Evaluate project success (final report)</td>
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<td>Community Engagement</td>
<td>Mar 2015</td>
<td>Apr 2015</td>
<td>Student participation in dieback surveys</td>
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<td></td>
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<td></td>
<td>Adult supervisors and teachers for surveys</td>
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<td>Weed control of 1 ha of degraded land at School</td>
<td>Jul 2015</td>
<td>Jul 2015</td>
<td>Weed control labour (school children)</td>
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<td>Weed control labour (adult supervisors)</td>
<td>$30/hr</td>
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<td></td>
<td></td>
<td>Weed Contractor (quote)</td>
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<td>Revegetation of 1ha of degraded land at School</td>
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<td>Plants (mixed local species - tube stock)</td>
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<td>Tree Guards ($210 for 500)</td>
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<td>Stakes ($46 for 500)</td>
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<td>Tree planting labour (school children)</td>
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<td>Tree planting labour (adult supervisors)</td>
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<td>Sep 2015</td>
<td>Create path (labour quote)</td>
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<td>Path material (m3)</td>
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<td>Signage (5 signs quote)</td>
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<td>Fence 1ha of rehabilitated vegetation on School land</td>
<td>Aug 2015</td>
<td>Sep 2015</td>
<td>Fencing Material (quote)</td>
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<td>Media and promotion – 2 newsletters, 1 media release</td>
<td>Sep 2015</td>
<td>Dec 2015</td>
<td>Prepare newsletters, press release</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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