# State Natural Resource Management Program

# Community Action Grants

## Guidelines 2017

**APPLICATIONS CLOSE:   12.00 noon Monday 10 July 2017**.

Applications must be submitted using the online application form via SmartyGrants at nrm.smartygrants.com.au  then click on the 2017-18 round.

No hard copy applications will be accepted.

For queries about the guidelines, deadlines, or questions in the application form, please contact the State NRM Program team on 9368 3168 during business hours or email snrmo@agric.wa.gov.au and quote your application number.

If you would like feedback on your application before the closing date please contact us before Friday, 30 June 2017.

All applicants will be notified by email that their application has been received. If you do not receive an email notification immediately after submitting your application please contact us and advise your application number at snrmo@agric.wa.gov.au.

## For more information contact:

State Natural Resource Management Program

Phone: (08) 9368 3168

Email: snrmo@agric.wa.gov.au

Website: nrm.wa.gov.au

# Contents

# State Natural Resource Management Program

The Western Australian Government values the work and achievements of WA's local, not-for-profit and volunteer-based Natural Resource Management (NRM) groups and networks.

The State NRM Program (the Program) is an initiative of the WA Government and is managed through the State NRM Program office. The Program recognises the efforts of these groups by supporting them to achieve on-ground outcomes and expand their influence and impact into the wider community.

The Western Australian Government is investing an additional $24 million to continue the State NRM Program until March 2019. Up to $19.2 million (80 per cent) of the funding is made possible by the State Government's Royalties for Regions program and up to $4.8 million (20 per cent) is approved through State Consolidated Funds.

Two types of grants are available through the Program:

• Community Action grants

• Community Capability grants

For information about Community Capability Grants visit nrm.wa.gov.au.

# What are the Community Action Grants?

Community Action Grants support community-based projects that protect and restore the local environment. They are a component of the State NRM Program, an initiative of the Western Australian (WA) Government.

The Western Australian Natural Resource Management Strategy supports a range of priorities that fall under two categories: Sustainable Resource Use and Conservation Actions. Community Action Grant applications are required to align with at least one of these priorities (further information can be found on page 7 of these guidelines).

The State Government is investing $24 million, with Royalties for Regions contributing $19.2 million, over three years to State NRM.

Up to $4 million is available in the 2017-18 round.

## How are the applications assessed?

The Community Action Grants applications will be assessed by an Independent Assessment Panel (IAP) who will forward their recommendations to the NRM Ministerial Council. Once these recommended applications have been reviewed and approved by the Ministers, successful applicants will be notified.

# Grant criteria

## What can I apply for?

### How much can I apply for?

Grants of between $5 000 and $55 000 are available for activities that help conserve, restore, rehabilitate or enhance a local natural area or conserve biodiversity.

### What activities are eligible?

On-ground works, as well as planning and resource assessment activities are eligible. Projects can be located in land, water and marine environments. Priority will be given to projects that benefit public areas either directly or indirectly.

Further detail on specific activities can be found on pages 8 to 10 of these guidelines.

### What activities will not be considered?

The following activities will not be funded by these grants:

- wages unless they fit in the 10 per cent project management and coordination allowance
- purchase, lease or acquisition of land
- purchase of clothing, excluding key safety items
- 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 an NRM outcome
- playgrounds that cannot show clear NRM benefits.

### Grant time-frame

The time-frame needed to complete a project is negotiated during the contracting process. Generally, projects should be completed within 12 months of the commencement date.

All projects must be finalised by 31 December 2018.  Funding for your project will not be approved by the State Government beyond this 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:

- Incorporated not-for-profit organisations
- Community groups including Land Conservation District Committees (LCDC), biosecurity and production groups and "Friends of" organisations
- Aboriginal corporations, land councils or incorporated associations
- Local government authorities
- Primary and secondary schools.

Past and current recipients of State NRM Program grants are eligible to apply for these grants. Current grant recipients are reminded that to be eligible, they must be up-to-date with all reporting and/or acquittal requirements by this grant round's closing date. Projects with outstanding progress reports or final reports will not be considered for funding.

Regional Biosecurity Groups are eligible, however proposed in-kind contributions must exclude the funds raised through levies and the State Government's matching of those levies.

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

It is not essential that your group be registered for GST, however it is important to note that you will be unable to claim GST if not registered.  This will be taken into consideration during the assessment process.

Your group can apply for more than one grant.

### Non-eligible groups

These groups are not eligible to apply but can partner with 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.

## Sponsor organisations

If your group is not incorporated or does not have an ABN you can still apply for these grants, however you will need a sponsor.

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

### Responsibilities of a sponsor

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

A sponsor organisation may provide the following services:

- administrative functions including insurance cover and financial management
- human resources (HR) and occupational health and safety (OHS) functions
- the provision of office space and equipment
- computer and network access
- telephone or communication devices
- vehicle use, field equipment.

Your sponsor can charge an administration fee for their services. If your sponsor is charging a fee please show the amount they are charging and what services they will provide in your work plan. This fee may be paid from the standard administration allowance that you can apply for as part of your grant. When there is no fee charged by your sponsor/hosting services then the value of any in-kind contribution may be included towards the project.

### Letter of commitment

A letter of commitment from your sponsor is required that clearly states they agree to act as your sponsor. This letter must also detail the services or resources they will be providing to the project and outline any fees that they are accepting to do this work. This letter must align with the detail described in your work plan.

It is highly recommended (but not essential) that this letter of commitment is attached to your application. If you do not attach your sponsor's letter with the application and your grant is successful, you will be required to provide a detailed letter as a condition of approval and before any funds will be released.

# General information

## Other grant applications for the same work

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

However, you are required to disclose the details of other potential funding or grant applications that will cover the same project area and/or activity as this application.

After applying, if you are successful with other grant funding, you are required to notify the State NRM Program office immediately as part of your assessment. If successful in receiving a State NRM grant, you will need to provide evidence that the multiple funding sources are undertaking different activities and/or working in different areas.

## Stakeholders and neighbours

Stakeholders are anyone whom the activities of your project may impact.

It is important that all stakeholders impacted by your activities are consulted in your project planning process.  They will include your partners but may also include neighbouring landholders or groups who use the area where you will be working. After explaining your project, allow them the opportunity to ask questions, give feedback or raise concerns.

## Authorisation and permission

It is essential that you have sought and received authorisation and permission from all relevant authorities, including but not limited to the land holder and/or manager of the area on which the project will take place.

Depending on the nature of the permission required, you may be asked to provide evidence if your grant is successful.

## Insurance

If your application is successful you will need to be covered by one or more of the following insurance policies for the life of your project: public liability, personal accident and/or professional indemnity insurance. The type and level of insurance will depend on the nature of your project.

If you don't have coverage, it may be provided through your sponsor organisation or can be funded through your grant if you include it as part of your Administration allowance (see 'Administration allowance' section in following section).

## Good environmental hygiene

It is your responsibility and a contractual condition of your successful grant that your activities do not contribute to the spread of weeds, pest animals and disease (e.g. *Phytophthora* spp. dieback in south-west WA).

Arrive Clean, Leave Clean: these guidelines detail how to prevent the spread of invasive plant diseases and weeds threatening our native plants, animals and ecosystems.

Good hygiene and your project: this fact sheet shows some easy ways you can comply with best practice hygiene measures.

Phytophthora dieback and your project: this fact sheet provides information on this plant disease, how it is spread and how your project can stop the spread.

# Completing the application form

The application form is to be completed and submitted online through SmartyGrants.

The purpose of the application form is to provide information that will enable the IAP to clearly understand your project proposal.

While the IAP members are chosen for the breadth and depth of their NRM knowledge the Community Action Grants are eligible to any community group across WA.  As WA is a large State, you should avoid assuming that the assessors are familiar with the details of your area or project activities. Approach this application process as an opportunity to sell your project concept and help the IAP understand why it is important to your group. Do not assume - describe why you have chosen the site, the methodology and the resources you are requesting funding for. You should aim to be as clear and concise as possible and it is important that you avoid using acronyms and jargon.

## Conflicts of Interest

If you or anyone associated with your organisation could potentially gain financially from this project, you must declare this potential interest in your application, even if you are unsure.  For example, you must acknowledge if you or your family are property owners of any land that is proposed for activity.

Generally, a potential conflict of interest will not make the application ineligible but must be fully disclosed so that the IAP can assess all benefits and risks associated with your project.

## The work plan

The work plan is a critical part of your application.  It demonstrates to the assessors that you have planned and costed out your activities carefully and shows how you have identified your co-contributions. There is an example work plan appended at the end of these Guidelines. Some important considerations when preparing this document:

- make sure you provide a measure for activities, eg. identify how many kilometres of fencing, or hectares of weed control you are planning to do
- all values unless specifically stated are exclusive of GST.

### Administration allowance

As part of your total grant request identified in your work plan, you can apply for either $1 000 or $2 000 for administration:

- if your project is $25 000 or less you can apply for a total of $1 000 toward administrative costs
- If your project is over $25 000 you can apply for a total of $2 000 toward administrative costs.

The administrative allowance 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) and work cover
- end of project financial audit costs.

## Co-contribution

### Partnerships

Projects that work in partnership with other groups will be considered favourably.

A partnership is one in which a group or organisation can show a clear and measurable **contribution** toward the total project value including cash or in-kind contributions.

Examples of partners might include, but are not limited to, local government authorities, government agencies, non-government organisations, education institutions and community groups. For the purposes of acknowledgment and communication, the State NRM Office should also be considered a project partner.

Sponsor organisations should be considered a partner. If you are working on private land, then the landholder(s) is also a partner(s).

### Cash and in-kind contributions

Co-contributions include the efforts of both your own group and your identified partners; anyone who clearly contributes towards the project.

Where possible the total co-contribution towards your project should match or exceed the requested grant funds. If matching contributions cannot be identified you will need to justify your request under question 3.6 in the 'Grant request and co-contribution' section of the application form.

Co-contributions can be:

- cash donations or other grants
- in-kind contributions.

Some examples of in-kind contributions include:

- time spent in project management and administration
- adult volunteer participation accounted at a rate of $250 per day or $33.71 per hour per person
- school children volunteer participation accounted at a rate of $20 per hour per child
- free provision or donations 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).

It is sometimes difficult to know how to attach a dollar value to your or your groups' efforts, and we often find that volunteers underestimate their worth. VolunteersWA has developed an easy-to-use calculator that can help you work this out for both individuals and groups. It can be found here and we highly recommend you use it. You can also refer to this tool or take a screen shot to help justify your co-contribution claim.

## Letters of commitment

It is highly recommended (but not essential) that any Letters of commitment are attached at the time you submit your application. If you do not attach your Letters of commitment with the application and your grant is successful you will be required to provide these letters as a condition of approval and before any funds will be released.

The letters will need to specify any contributions your identified partners have agreed to provide (refer question 6.1 of the application form). Letters that do not detail *what* the partner is contributing will not be accepted. Letters of commitment must be signed by a senior officer with the authority to commit the funds or in-kind contributions.

# Maps

It is important that you include maps to assist the IAP in understanding the site and assessing the value of your project. The IAP use these maps to determine the wider public benefit and to ensure that ineligible activities are not included.

Where possible the maps should clearly illustrate what you are trying to achieve on a longer-term, strategic level and, if relevant, align with any local action or catchment plans.

If your project includes numerous sites you should supply a detailed aerial photo for each site as well as an overarching map and if relevant, on-ground photos that show the condition of the site including general vegetation, fences and any other relevant details.

The maps should be provided in a picture format (preferably JPEG) or Abode PDF format, to assist the IAP to view your maps.

The map detail we are looking for should include:

- connectivity with other revegetation/fencing or reserves (show the big picture of what you are trying to do)
- proximity to and alignment with other current or previous works (both State NRM funded projects and other sources)
- proposed works in subsequent stages.

Where appropriate and possible you are encouraged to use drone photography. It can provide a superior overview of the work area (combining the benefits of aerial and on-ground photography) and can double as your baseline photo-point for monitoring.

# 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 choose to use consultants or contractors please provide details of these under question 5.1 in the 'Contractors and consultants' section of the application form. This information should include the name and qualifications of the proposed consultant(s)

and detail the scope of their activities. If your application is successful you will need to provide formal quotes for these services.

If you are have indicated in your application that you are both the applicant and providing consultant (or contractor) services, you must justify the reason for this arrangement. This should be addressed in section 5.1 of the application form. In this instance, if successful, you may need to provide evidence that your proposed rate is comparable in the current market.

### Aboriginal rangers as contractors

If you are contracting an Aboriginal ranger group for on-ground works a maximum of $33.71 per hour and up to a maximum of $250 per day per person can be requested. Supervisory effort should be included under section 5.4, 'Coordination and project management'. This does not include food and other incidentals which should be itemised and costed separately and must be fully justified. If you have a training component this should be included as a consultant and will require quote(s) from the trainer if the project is successful.

You also need to indicate in section 5.2 of your application form whether your group receives funding from any other sources, including Commonwealth ranger programs. If rangers are already funded under a Ranger program you are required to demonstrate why additional funds for ranger employment are being requested and how these other funds align with this grant request.

## Assets

An asset is any single item (usually of a physical nature), that, if approved, will cost over $5 000. Examples might include seeding machines, trailers, vehicles, cameras, drones or scientific equipment. Seedlings and fencing are not considered assets.

Throughout your project the asset will remain the property of the Western Australian government. However, at the end of your project, you may be able to negotiate continued use and transfer of ownership of the asset subject to conditions.

Assets can be purchased where there is an identified public benefit or if it is essential to the project. Assets worth more than $5 000 must be identified individually in the application under question 5.3 in the 'Planning details' section of the application form.

If you are unsure whether your request should be considered an asset please call the State NRM Office to discuss.

## Coordination and project management costs

If you are applying for grant funds to pay for costs such as coordination and project management, you will need to provide a clear argument and solid justification to support your request in section 5.4 of the application form.

You will also need to outline the reasons for this coordination request if you are currently employed by an organisation.

The complexity of your project and the effort required to coordinate it will be taken into consideration and this should be reflected in the amount requested. The amount requested should be reasonable and commensurate with the *total* project value.

For example, if your combined grant request and verified co-contribution equals $100 000 you may apply for 10 per cent ($10 000) of this total value in coordination and project management.

## Aboriginal engagement

To be eligible for these grants you must 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 to manage potential impacts of the project
- local people or groups that may be working on the same site or issue
- the potential for sharing and incorporating traditional ecological or cultural information.

Consulting with the local Aboriginal community, before and during working on Country, acknowledges that they are the traditional owners of the Country and that their historical knowledge and expertise is respected and incorporated where possible.

The Department of Aboriginal Affairs (DAA)'s Due Diligence Guidelines are an important resource if you wish to learn more about the protection of Aboriginal heritage.

## Where to start

Each project will have different levels of Aboriginal consultation depending on the location of your work site, the type of activities you plan to undertake, the impact of that work and the engagement of local people.

To begin, we recommend you read Ask First: a guide to respecting Indigenous heritage places and values. Available from our website, this easy-to-read guide provides practical guidance on how to consult and negotiate with Aboriginal stakeholders.

As a minimum, we require you to complete two steps:

1:  check the Aboriginal Heritage Inquiry System

Check if your proposed project site is listed as a site of significance through the Aboriginal Heritage Inquiry System (AHIS) on the https://maps.dia.wa.gov.au/AHIS2/.

2:  contact your local Aboriginal group or person(s)

Often, the main challenge in initiating your Aboriginal consultation is identifying the people or group(s) who can speak for Country in your project area. If you are not sure where to begin, there are a number of resources that may be able to help.

There are Aboriginal NRM coordinators located throughout WA in each of the state's seven regional NRM groups. Ask for your local Aboriginal NRM professional at the regional NRM group in your area:

- 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)

Another way of identifying who to speak to about your project area is to contact the appropriate Land and Sea Council. 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.

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



If the outcome of discussions is that further consultation is required, and that the consultation will incur a fee, you may include that fee in your project budget.

## Aboriginal involvement

The involvement of Aboriginal people in your project is not mandatory though it will be highly regarded. Aboriginal people may be involved in your project in many ways including but not limited to:

- sharing traditional ecological knowledge or cultural history about your project site
- attending project meetings to provide ongoing input into project delivery
- providing Welcome to Country ceremonies at large events.

# Priority actions

The Western Australian Natural Resource Management Strategy supports:

- condition and resilience of natural systems
- sustainable use of natural resources
- community capacity to enhance the value of their NRM endeavours

It is essential that your project aligns with at least one of the priorities listed in question 7.1 'Alignment with priorities'.

If you are unable to align your project with one of these priorities, justification must be provided under question 3.3 in the 'Project detail - Realities' section of the application form.

## Attachments

All attachments requested in the application form must be submitted at the time of application including maps of your proposed area of activity.  Please ensure you label any attached files meaningfully so that it is clear and obvious what the file contains.

If you have specifically referred to, or believe other sources of information are directly relevant to your application, please list and attach them under question 8.2 'Other information'.

# Further detail on eligible 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)
- deliver connectivity between remnant patches or revegetated corridors
- demonstrate high-quality representative plant communities
- incorporate buffer zones
- incorporate cross-boundary remnant protection.

Replacing or repairing fences previously funded under other programs will be considered. Provide details of any covenants which may apply 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)
- education and training that leads to on-ground activity
- plans that leads to on-ground activity.

## Peri-urban

Peri-urban dwellers and lifestyle farmers often hold strong conservation and environmental values, and may 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
- fences 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 or fragile areas of biodiversity and can be used to establish connectivity between these areas. Things to consider in your application:

- funding for materials is limited to $4 000 per kilometre unless higher rates are justified in question 3.3 under 'Project detail - Realities' of the application form. Please provide quotes as part of your justification
- funds cannot be used to pay a landholder to construct boundary fences on their own property. If a boundary fence is constructed it is considered an in-kind contribution towards the project. If you are moving a boundary fence inside your property for NRM purposes, this may be considered, but should be a realignment of at least 10m inside the original fence line

- 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 in question 3.3 'Project detail - Realities' and question 5.1 'Contractors and consultants' 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 3.3 under 'Project detail - Realities' of the application form.  A letter from the vesting authority identifying the contribution they will make must also be provided
- any fencing that occurs along a watercourse should have a minimum 30m buffer from the high water mark.

## 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 but must be justified in question 3.3 under 'Project detail - Realities' of the application form

- funds can be used for the purchase or collection of local provenance seeds
- a maximum of $5 000 per ha can be requested for revegetation unless justified in question 3.3 under 'Project detail - Realities' of the application form.

General guidelines for revegetation activities:

- a minimum of 800 stems per hectare are planted
- local provenance species are preferred where possible
- revegetation efforts should aim for multistory plantings and combined tubestock planting and direct seeding is highly recommended
- seedlings are purchased for no more than $3 per stem
- Watering is typically considered an in-kind contribution unless well justified.

If you are proposing activities not listed in these guidelines please provide justification in question 3.3 under 'Project detail - Realities' in 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.ala.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
- control of other weed species on public lands will be considered
- projects that propose innovative weed control will be highly regarded
- a maximum of $5 000 per ha can be requested for weed control unless justified in question 3.3 under 'Project detail - Realities' in the application form.
- 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
- animal welfare protocols, if applicable, must be outlined in question 5.5 of the application form
- priority will be given to projects that propose the control of fungal and other diseases affecting 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, coastal, estuarine, wetland and/or river areas is also eligible.

## 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 may 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 native ecosystems
- building the capacity of Aboriginal people to participate in sustainable land management practices
- implementation of components of Ecologically Sustainable Rangelands Management plans.

# Infrastructure

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.

# Capacity building

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

Examples of activities include:

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

# 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 and drone photography) 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 formally 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 a particular type of grant in which a lump sum of money is granted to the applicant. The applicant would then 'sub-contract' landholders or others to deliver the proposed works. For your application to be considered you will need to note the following:

- landholder agreements are documents that demonstrate the commitment of a landholder. While it isn't always possible at the time of submission, the provision of signed landholder agreements as part of your application, identifying where and when work will take place, will be highly regarded. Please contact the State NRM team if you require an example of an appropriate Landholder agreement document
- 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
- multiple devolved grant applications, that are similar in nature and format, must show an overall clear strategic intent and each project should be unique.

You must provide maps where work is conducted on more than one site including:

- 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 known activities that have already taken place in the project area.

# Application and assessment process

## Application process

Please ensure you read these Guidelines carefully before submitting your application.

## Application form

Please complete your application form via SmartyGrants at nrm.smartygrants.com.au

The application form should be completed and submitted online.

## Closing date

Complete applications must be submitted by 12.00 noon AWST on Monday 10 July 2017.

Please make sure you keep a copy of your completed application for your records.

## Support material

Applicants should ensure the following support material is attached to their application:

- a clear, comprehensive budget, using the work plan attached to the application form
- any document that you have specifically referenced in the body of the application
- maps, diagrams and photos as appropriate

## Assessment process

Applications will be assessed at a state level.

Your applications will be assessed in competition with other applications based on the responses you provide to the selection criteria.

Key stages in the assessment process are:

- An independent panel will assess all projects, taking into consideration advice from technical experts as required, and makes a recommendation on the projects to be funded.
- A list of recommended projects will be provided to the WA NRM Ministerial Council for approval and then to Cabinet for noting.

## Advice to applicants

The Minister for Agriculture and Food and Regional Development the Honourable Alannah MacTiernan MLC, as lead Minister for NRM, will announce all grant recipients.

All applicants will be notified by email of the outcome of their grant application.

Information about successful grants will be published on the State NRM Program website nrm.wa.gov.au and emailed to website subscribers. This will include the grant recipient's name, location, funding amount and project description.

This announcement is anticipated in early December 2017.

# Appendix 1: Example work plan

(this page is A3 size)

| Activities | | | Resources | | | | | Funding Source | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Describe the activities that need to be done to achieve the project outcomes | Start MM /YY | Finish MM /YY | Describe the materials, equipment and labour you will need to achieve your activities | Cost per unit $ (ex GST) | GST per unit $ | Number required | Total cost $ (ex GST) | Detail who will contribute to this activity. Include cash and in-kind contributions from your group and others (including other grants), and where the State NRM Program grant will be used. | Co-contributions (cash and in-kind) $ (ex GST) | State NRM Program grant $ (ex GST) |
| Administration – establish working group, meetings, organisational and governance responsibilities, promotional material | Feb 2015 | Dec 2015 | Stationary, design and printing, utilities, insurance, financial audit, meeting costs, venue hire, etc. | $1 000 | n/a | n/a | $1 000 | State NRM grant | - | $1 000 |
| Project Management | Feb 2015 | Dec 2015 | Coordination, financial management, reporting, professional advice | $40/hr | n/a | 100 | $4 000 | NRM Officer at LCDC and Officer at Department of Parks and Wildlife | $4 000 | - |
| Monitoring and Evaluation | Mar 2015 | Dec2015 | Establish monitoring protocol<br>Dieback Mapping (Consultant)<br>Evaluate project success (final report) | $40/hr<br>$2 250<br>$40/hr | n/a<br>$250.00<br>n/a | 10<br>1<br>15 | $400<br>$2 250<br>$600 | NRM Officer at LCDC<br>State NRM grant<br>NRM Officer at LCDC | $400<br>-<br>$600 | -<br>$2 250<br>- |
| Community Engagement | Mar 2015 | Apr 2015 | Student participation in dieback surveys<br>Adult supervisors and teachers for surveys | $20/hr<br>$33.71/hr | n/a<br>n/a | 40<br>10 | $800<br>$337.10 | School<br>Members of LCDC and School teachers | $800<br>$337.10 | -<br>- |
| Weed control of 1 ha of degraded land at School | Jul 2015 | Jul 2015 | Manual weed control labour (school children)<br>Manual weed control labour (adult supervisors)<br>Weed Contractor (quote) | $20/hr<br>$33.71/hr<br>$99/hr | n/a<br>n/a<br>$11.00 | 120<br>30<br>3 | $2 400<br>$1 011.30<br>$297 | School<br>Members of LCDC and School teachers<br>State NRM grant | $2 400<br>$1011.30<br>- | -<br>-<br>$297 |
| Revegetation of 1ha of degraded land at School | Aug 2015 | Aug 2015 | Plants (mixed local species - tube stock)<br>Tree Guards ($210 for 500)<br>Stakes ($46 for 500)<br>Tree planting labour (school children)<br>Tree planting labour (adult supervisors) | $1.80<br>$189<br>$46<br>$20/hr<br>$33.71/hr | $0.20<br>$21.00<br>$4.60<br>n/a<br>n/a | 450<br>1<br>2<br>60<br>15 | $810<br>$189<br>$82.80<br>$1 200<br>$505.65 | State NRM grant<br>State NRM grant<br>State NRM grant<br>Primary School<br>LCDC and teachers | -<br>-<br>-<br>$1 200<br>$505.65 | $810<br>$189<br>$82.80<br>-<br>- |
| Infrastructure | Aug 2015 | Sep 2015 | Create path (labour quote)<br>Path material (m3) | $1 800 | $200.00<br>$10. | 1<br>20 | $1 800<br>$1 800 | LCDC/School<br>LCDC/School | $1 800<br>$1 800 | -<br>- |

State NRM Program Community Action Grant Guidelines 2017

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Signage (5 signs quote) | $90 | 00 | 1 | $1 800 | State NRM grant | - | $1 800 |
| | | | | $1 800 | $200.00 | | | | | |
| Fence 1ha of rehabilitated vegetation on School land | Aug 2015 | Sep 2015 | Fencing Material (quote) | $3 600 | $400 | 1.25 | $4 500 | State NRM grant | - | $4 500 |
| | | | Fencing labour (quote from contractor) | $2 970 | $330 | 1 | $2 970 | School | $2 970 | - |
| Media and promotion – 2 newsletters, 1 media release | Sep 2015 | Dec 2015 | Prepare newsletters, press release | $40/ hr | n/a | 5 | $200 | NRM Officer at LCDC | $200 | - |
| | Total | | | | | | $27 648.80 | Total | $18 024.05 | $10 928.80 |