



natural resource
management program



Supported by Royalties for Regions

Information kit

for successful

Community Action Grants and

Community Capability Grants

2017

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Contents

The State Natural Resource Management Program	3
Congratulations	3
About this kit	3
Devolved grants	3
What's next?.....	4
Step 1: Satisfying special conditions and insurance information	4
Step 2: Completing a project schedule	4
Step 3: Finalising your contract	5
Step 4: Receiving the funding	5
Managing your project	5
Governance practices	5
Taking care of your people	5
Taking care of others	5
Record keeping	6
Financial management.....	6
Obtaining goods and services	6
Assets	7
Intellectual property	7
Adopting best practice techniques	7
Variations to the funding agreement	7
Reporting on your project	8
Progress reporting (tier 2 and 3 projects)	8
Final report and an audited financial statement (all projects)	8
Contracting and reporting templates	8
Random site inspections.....	9
Providing photographs	9
Acknowledging State NRM Program funding	9
When to acknowledge State NRM Program funding.....	10
How to acknowledge State NRM Program funding – Perth region projects	10
Use of Government logo – Perth region projects.....	10
Other forms of due recognition – Perth region projects.....	11
How to acknowledge State NRM Program funding – regional WA projects	11
Use of Government logo – regional WA projects.....	12
Other forms of due recognition - regional WA projects.....	12
Appendix 1: Example photo release form	14
Photographic Release Form.....	14

The State Natural Resource Management Program

The Western Australian Government values the work and efforts of WA's volunteer-based and not-for-profit NRM groups. Their achievements have resulted in natural resources and the environment across the State being protected or enhanced and being used and enjoyed in a more sustainable manner.

The State NRM Program (the Program) is an initiative of the WA Government and is managed by the State NRM Program team. The Program recognises the efforts of these groups by supporting them to achieve on-ground outcomes that benefit the environment and all Western Australians.

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 currently available through the Program:

- Community Action Grants
- Community Capability Grants

For information about these grants visit nrm.wa.gov.au.

Congratulations

Congratulations on your successful application for a State Natural Resource Management (NRM) Program Community Action Grant or Community Capability Grant.

Please keep in touch with the State NRM Program team throughout the life of your project to tell us how you are going and ask for assistance if you have any problems.

Well done and good luck!

About this kit

This kit describes what's involved in being a recipient of a State NRM Program grant.

Everyone involved in your project (including third parties) should use this information to ensure you meet the requirements of your funding agreement.

It outlines:

- processes involved in developing your funding agreement
- expectations of how the project will be managed
- reporting requirements
- requirements for acknowledging the State NRM Program (and Royalties for Regions as applicable) as a funding provider
- location of examples of contracting and reporting templates.

Devolved grants

If you administer devolved grants programs, market-based instruments or incentive payments with your community grant please refer your grant recipients to this information kit in their contracts.

It is available on the State NRM Program website nrm.wa.gov.au.

What's next?

Once you have received notification that your application was successful, the State NRM Program office will need to gather further information from you. This will be done via [SmartyGrants](#) through a series of steps.

Step 1: Satisfying special conditions and insurance information

You will receive an email notifying you to log into [SmartyGrants](#) to view the special conditions and complete the Conditions and Insurances Form.

Special conditions are sometimes placed on grants. If your grant offer has special conditions attached, you need to demonstrate that you can satisfy these before a funding agreement can be developed.

The following are examples of special conditions that may be placed on your grant to:

- confirm information on proposed activities
- ensure costs are justified
- provide evidence of support from project collaborators, supporters, participants (if you were not able to supply this when you submitted the application).
- provide competitive quotes for goods and services to be purchased

In this step, you will also be asked to provide the following items:

- proof of legal entity status
 - If you are incorporated under the *Associations Incorporation Act 1987* (or equivalent), then a copy of your certificate of incorporation must be provided.
 - If you are using a sponsor organisation then you must provide a copy of your sponsor's certificate of incorporation.
- proof of insurance (including public liability, personal accident and professional indemnity insurance)
 - Provide current copies of your insurance policies' Certificates of Currency that cover the duration of the project.

If you identified that you do not have the required insurance in your application form and intend to fund these through the grant then you will need to purchase the required insurance policies immediately on receipt of the grant and provide us with a copy of the new policies.

- If you are using the insurance of a sponsor organisation e.g. the Department of Parks and Wildlife then provide a copy of the sponsor's certificate of currency for their policy(ies) and evidence that the insurance covers your project.
- Land Conservation District Committees do not need to provide evidence of insurance as they are covered under the Department of Agriculture and Food insurance policy.
- Provide one image to appear with your project on the State NRM Program website. This can be a photo of your project area, subject (e.g. plant, animal) or point of interest.

Once your responses to Conditions and Insurances have been received and approved by the State NRM Program office (Step 1) then Step 2 will be opened in SmartyGrants for completion. You will receive an email to advise that the form is open.

Step 2: Completing a project schedule

You will receive an email notifying you to log into SmartyGrants to complete a project schedule form.

In this form you will be asked to detail the activities of your project - this is called a 'project schedule'. Once approved, your project schedule will be attached to the standard funding agreement to form your contract.

Once the Project Schedule Form has been approved by the State NRM Program office (Step 2) then Step 3 will be opened in SmartyGrants for completion.

Step 3: Finalising your contract

You will receive an email notifying you to log into [SmartyGrants](#) to fill out the following forms:

- Funding Agreement Execution Pages
- Supplier Creation and Maintenance Form

Once these forms are completed, the first grant payment can be made.

Step 4: Receiving the funding

You are now invited to submit your first invoice for payment.

The grant amount does not include GST. You need to provide a tax invoice that includes the first agreed payment value and an additional 10% GST. For example, if your approved grant amount is \$25 000, then your invoice should be formatted to show \$25 000 plus \$2 500 GST which will total \$27 500.

- Grants of up to \$25 000 (GST exclusive) will generally be paid in full (one lump sum payment) when you sign the funding agreement.
- Grants of more than \$25,000 (GST exclusive) are typically paid in two or more payments. Progress payments may be tailored to suit your cashflow needs, as outlined in Section 3.2 of your Project Schedule.

Managing your project

State NRM Program grants are funded by the State Government, including Royalties for Regions investment.

Receipt of this funding comes with the responsibility of ensuring it is used for public benefit and managed in a way that achieves the best outcomes for Western Australia's communities and natural resources.

Acting with integrity, transparency and accountability is a key to this, as is sharing information about your project with people who might be affected by it.

Below is an overview of how grant recipients and others involved in your project are expected to operate when managing a project and the funding provided through the State NRM Program.

Governance practices

Good governance practices help to pave the way for good management. Ensure that:

- roles and responsibilities of group members are clearly defined e.g. chair, treasurer
- controls are in place to ensure compliance with the law and the funding agreement
- risks associated with your activities are considered, assessed, planned for and managed including having appropriate insurances.

Taking care of your people

People are the greatest asset of any group. It is important that the rights of people involved in your project are respected. Ensure that:

employment standards are based on merit, equity and probity

- terms of employment for employees are consistent with industry standards
- occupational safety, health and welfare issues are considered, assessed, planned for and managed.

Taking care of others

It is important that the rights of people impacted by your project are respected. This includes neighbours and people who frequently use the area. Ensure that you:

- consult with neighbours and land users about the proposed project
- notify neighbours and land users when activities and work are scheduled
- as appropriate, invite them to participate
- provide them with a contact person if they have any concerns.

Record keeping

Records provide evidence that you have managed your grant funding in an accountable way.

Regularly maintaining good records will make it easy for you to demonstrate how funding was spent in your progress and final reports.

- You (and any third parties you engage) are required to keep books and records with sufficient detail so we can see how you spent the grant and what was achieved.
- This includes records of: key decisions made (e.g. in meeting minutes); what activities occurred where and when; collected data (e.g. field data monitoring and surveys); all income and expenditure receipts; and a record of all matching contributions.
- Records must be kept for six years.

Financial management

Practices that make your financial management transparent and accessible help reduce the risk of accounting errors and incorrect use of funds. Ensure that:

- funding received is placed in an interest bearing bank account. Any interest should be rolled into the project.
- clear and accurate records of incoming and outgoing payments are kept
- all payments are properly authorised
- budgets are accurately cash-flowed and reported against performance regularly
- budget variances are investigated and managed
- bank statements are regularly checked against financial records
- a register of assets is maintained.

Note: unspent funds must be returned to the State NRM Program at the end of your project.

Obtaining goods and services

When obtaining good and services, ensure that:

- a value for money approach is taken
- an ethic of fair, open and accessible competition is applied
- purchasing decisions are transparent and free from bias and conflict of interest.

Third parties can be hired for specialist tasks such as:

- fencing, weed control, operating specialist equipment, data collection
- planning activities such as the development of a dieback hygiene plan
- education activities
- development of websites, phone applications and training courses.

When working with third parties, ensure that:

- work delivered meets the requirements
- the provider is fully qualified, licenced and authorised to conduct the work
- they can meet the terms of your funding agreement.

A condition on your offer may be to supply quotes for engaging third parties.

If so, during the development of your funding agreement you will need to supply a quote that shows what will be done and by when. This will be reviewed by the State NRM Program team to ensure value for money is achieved.

Assets

Items worth over \$5000 purchased with grant funding are considered assets and the property of the Western Australian government. Ensure that:

- a register of these assets is kept
- you and/or any third party delivering part of your project:
 - insure the asset for its full replacement value
 - keep licences and certificates of currency up to date
 - maintain assets in good repair and safe condition
- assets can only be disposed with permission from the State NRM Program.

Note: at the end of your project, you may be able to negotiate continued use and transfer of ownership of the asset subject to conditions.

Intellectual property

Intellectual property developed or created as a result of a project is the property of the Western Australian Government.

The government grants your organisation a perpetual, royalty free and non-exclusive licence and authority to use any intellectual property developed by your project, except where financial benefit may accrue.

For community grants, intellectual property is defined as:

all copyright in materials and methods (e.g. photos, publications, programs, audio visual recordings)

- all rights in relation to inventions (including patent rights)
- plant varieties, registered and unregistered trademarks (including service marks)
- registered designs and circuit layouts
- all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields
- traditional Indigenous knowledge but does not include moral rights.

If you or someone else uses the intellectual property, the Western Australia Government must be acknowledged as the owner.

Adopting best practice techniques

To ensure that project activities are conducted in the most effective and safe manner, you are encouraged to ensure that best practice techniques are identified and applied.

Variations to the funding agreement

Sometimes unforeseen circumstances mean that you cannot run your project as planned. For example, if weed control cannot be completed due to adverse weather conditions.

If you believe you will not be able to meet targets defined in your funding agreement, contact us as soon as possible to discuss making a formal variation.

Reporting on your project

Projects have been grouped into two tiers according to the size of their grant. Different reporting and financial acquittal requirements apply to each tier as shown in Figure 1.

\$5000 - \$25 000 (Tier 1)	<ul style="list-style-type: none">• Project schedule developed and reported on at completion in a final report• Audited financial statement for the completed project signed off by the project manager and someone independent of the project using a Statutory Declaration
\$25 000 - \$55 000 (Tier 2)	<ul style="list-style-type: none">• Project schedule developed and reported on in agreed progress reports and at completion in a final report• Audited financial statement for the completed project signed off by the project manager and an accountant or book keeper independent of the project using a Statutory Declaration
\$55 001 and over (Tier 3)	<ul style="list-style-type: none">• Project schedule developed and reported on every six months in progress reports and at completion in a final report• Audited financial statement for the completed project signed off by the project manager and a Chartered Accountant or Certified Practising Accountant

Progress reporting (tier 2 and 3 projects)

Projects that receive grants of more than \$25 000 are required to report periodically on their progress. The timing of these reports will be agreed in the project schedule.

- Progress reports and payments will be scheduled and agreed during the contract negotiations. Progress reports will generally be sought before your next payment is due.
- You will receive a reminder one month before the due date of these reports and a link provided to the reporting form in SmartyGrants.
- If you believe that your project may not be able to meet its milestones and outputs, discuss options with us as soon as possible. A variation to the funding agreement may be negotiated.

Final report and an audited financial statement (all projects)

At the end of your project, you must submit a final report to demonstrate that your project has been completed in line with the funding agreement and that funding has been spent accountably.

- A final report is required within three months of the end of your project. An email link to the SmartyGrants report form will be sent to you when you notify us that your project has concluded or on the date indicated in the project schedule.
- An audited financial statement must be submitted with the final report. This should be prepared by a suitable person (as detailed in Figure 1) who has not been directly involved in the project.
- The audited financial statement must include evidence of all income and expenditure. Expenditure must match details in the project plan.

Contracting and reporting templates

You will be provided with the latest version of the following documents when you develop your funding agreement and commence reporting.

SmartyGrants Form for:	Template will be provided for:
<ul style="list-style-type: none"> • conditions and insurance • project schedule • supplier creation and maintenance form • funding agreement • progress report • variation request • final report 	<ul style="list-style-type: none"> • work plan (MS Excel)

Random site inspections

The State NRM Program team visits up to 20 percent of all projects each year to review the activities being undertaken. If your project is selected for a site visit, you will receive adequate notification to prepare for it.

Providing photographs

Photographs support your monitoring efforts, provide evidence of the benefits of your project over time, and help us to promote your activities and the State NRM Program as a whole.

A photo of your project area, subject (e.g. plant, animal) or point of interest is required when you fill out the Conditions and Insurances Form.

- Once the project is underway we ask that you identify good photo opportunities and send photos to us. We will also ask for photos with your progress reports.
- Photos can be in raw, tiff or jpg format and, if possible, at least 300 dpi at 21 x 10 cm.
- Images may be used on our website to promote your project, in the annual report for the State NRM Program and in State NRM Program related publicity materials.
- We will assume that you have sought the permission of any adults pictured in your photos and will not seek further permission before using the images. If your images contain people under the age of 18 we need to see a copy of the signed photo release form. See Appendix 1 for an example photo release form.

Note: Close-up photos and images of groups of people actively participating in your project are ideal.

If you are using photo monitoring as part of recording your project and its progress, ensure that, at a minimum, you have a baseline photo/s of how the project looked at the start, at particular intervals (or schedule around particular activity or milestones), and at the end of your project.

Acknowledging State NRM Program funding

The State NRM Program requires grant recipients to formally acknowledge the Western Australian Government's contribution, including Royalties for Regions, to their project. This helps to ensure the Western Australian community is appropriately informed of how public funding is spent.

The guiding principle is that whenever you mention the funded project, you are required to acknowledge the State NRM Program grant.

This must be in words and, as often as possible, using the State NRM Program logo (and Royalties for Regions logo as applicable). That means every mention of the project in your media releases, your website including hyperlinks, newsletters, signs and talking to your community.

Please contact the State NRM Program team to discuss how your project is required to acknowledge the Program.

When to acknowledge State NRM Program funding

All projects funded, in full or in part, by the State NRM Program must acknowledge the contribution in all promotional activities, including but not limited to:

- events and announcements: national, state and local (at all project stages/phases)
- media releases and media activities including newspaper and radio interviews
- public relations activities including workshops, forums and conferences
- display materials such as banners, posters and on-ground project signs
- publications such as reports, books, case studies, information kits and fact sheets
- websites with hyperlink to State NRM Program [website](#), including recipient web home pages
- social media: [Facebook](#) - State Natural Resource Management Program WA (@nrmpwa) and [Twitter](#) - State NRM Program WA (@nrmwa).

This also applies to recipients of devolved grant funding.

How to acknowledge State NRM Program funding – Perth region projects

If your project is located in the Perth region, you must acknowledge the State NRM Program.

If your project location includes both the Perth region and regional WA you must acknowledge both the State NRM Program and Royalties for Regions (refer to the regional WA projects section).

The State NRM Program can be acknowledged in multiple methods: formal text, use of logo, written or verbal words, and electronically (eg hyperlinks to website and social media channels).

The State NRM Program should be referred to in all media releases, speeches, display materials, publications, social media and other materials as follows:

- This project is supported by funding from the Western Australian Government's State NRM Program.

If there is more than one funding body, the following wording should be used:

- This project is supported by funding from the Western Australian Government's State NRM Program and [other funding body's name].

All promotional activity relating to the project must be approved prior to publishing by the State NRM Program at snrmo@agric.wa.gov.au

Use of Government logo – Perth region projects

If your project is located in the Perth region, you must acknowledge the State NRM Program with its logo:



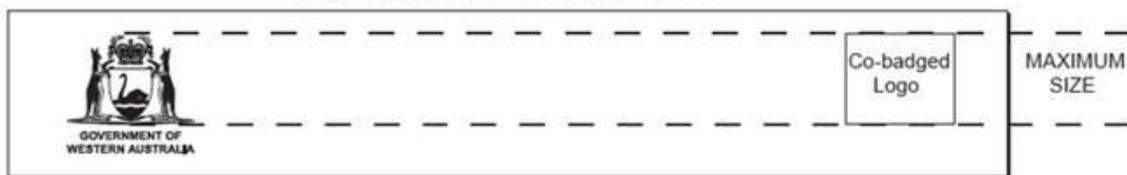
You do not, under any circumstances, have permission to remove the state government crest from this logo.

Display materials, publications, websites and where possible media releases should include the State NRM Program logo.

Incorporating the Western Australia Government crest, the State NRM Program logo can be downloaded from www.nrm.wa.gov.au under Grants > State NRM Grants, scroll down and open the Information for grant recipients section. Our logo is provided there in three formats.

If acknowledging more than the State NRM Program for your project, the total height of each logo must not exceed the height of the government crest (see below extract from the Department of Premier and Cabinet):

CO-BADGED LOGO SIZE



Co-badge to be no larger than State Coat of Arms excluding the wording.

Guidelines for using government logos can be found at www.commonbadge.dpc.wa.gov.au.

Acknowledgment text as outlined above must be included wherever the logo is used.

Other forms of due recognition – Perth region projects

In situations where the logo and/or formal text is not being used, a simple form of words (written or verbal) will meet the due recognition requirement. The following examples illustrate appropriate forms of words.

“This activity / project / organisation...

- received funding from the Western Australian Government’s State NRM Program.”
- was jointly funded by the Western Australian Government’s State NRM Program and ...”
- received funding from ... and the Western Australian Government’s State NRM Program.”
- is supported by financial assistance from the Western Australian Government’s State NRM Program.”
- is supported by funding from the Western Australian Government under the State NRM Program.”

The above list is not exhaustive and is provided as an example only.

Non-written forms of due recognition are also required, for example in television, radio, speaking engagements or forums. In instances of public launches or activities funded through the State NRM Program, verbal acknowledgement of the Western Australian Government funding contribution will satisfy due recognition requirements.

Where possible the inclusion of hyperlinks to the State NRM Program website and social media channels :

[Facebook](#) - State Natural Resource Management Program WA (@nrmpwa) and [Twitter](#) - State NRM Program WA (@nrmwa).would be preferred.

How to acknowledge State NRM Program funding – regional WA projects

If your project is located outside the Perth region, or covers areas within both the Perth region and regional areas then you must acknowledge both the State NRM Program and Royalties for Regions.

The State NRM Program and Royalties for Regions should be referred to in all media releases, speeches, display materials, publications, social media and other materials as follows:

- This project is supported by funding from the Western Australian Government’s State NRM Program, supported by Royalties for Regions.

If there is more than one funding body, the following wording should be used:

- This project is supported by funding from the Western Australian Government’s State NRM Program supported by Royalties for Regions, and [other funding body’s name].

All promotional activity relating to the project must be approved prior to publishing by the State NRM Program at snrmo@agric.wa.gov.au

All promotional activity relating to the project must be approved by the Department of Regional Development at communications@drd.wa.gov.au

Use of Government logo – regional WA projects

If your project is located outside the Perth region, you must acknowledge the State NRM Program and Royalties for Regions. You must use the State NRM Program logo, featuring the state government crest, and the words “supported by Royalties for Regions”.

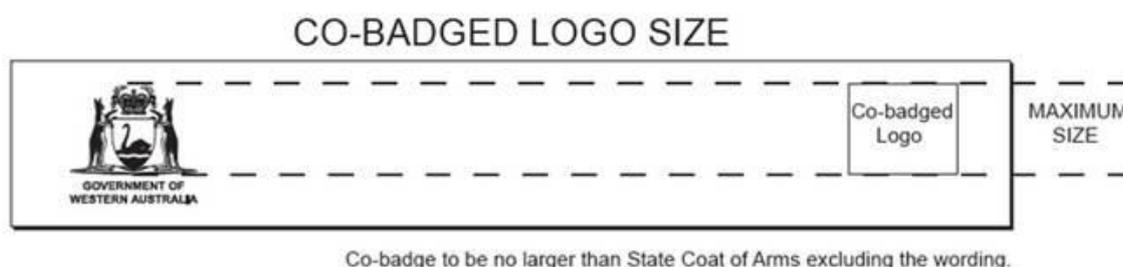


You do not, under any circumstances, have permission to remove the state government crest from this logo.

All display materials, publications, websites and where possible media releases should include the State NRM Program logo and the words “supported by Royalties for Regions”.

Incorporating the Western Australia Government crest, the State NRM Program logo can be downloaded from www.nrm.wa.gov.au under Grants > State NRM Grants, scroll down and open the Information for grant recipients section. Our logo is provided there in three formats.

When acknowledging the State NRM Program, Royalties for Regions and other partners for your project, the total height of each logo must not exceed the height of the government crest (see below extract from the Department of Premier and Cabinet):



Guidelines for using government logos can be found at www.commonbadge.dpc.wa.gov.au.

Acknowledgment text as outlined above must be included wherever the logo is used.

Please provide your draft artwork to the State NRM Office for final approval prior to production or printing.

Royalties for Regions logos are available from the [Department of Regional Development website](http://www.drd.wa.gov.au).

All promotional activity relating to the project must be approved by the Department of Regional Development at communications@drd.wa.gov.au

Other forms of due recognition - regional WA projects

In situations where the logo and/or formal text is not being used, a simple form of words (written or verbal) will meet the due recognition requirement. The following examples illustrate appropriate forms of words.

“This activity / project / organisation...

- received funding from the Western Australian Government’s State NRM Program, supported by Royalties for Regions program.”
was jointly funded by the Western Australian Government’s State NRM Program, supported by Royalties for Regions program, and ...”
- received funding from ... and the Western Australian Government’s State NRM Program, supported by Royalties for Regions program.”
- is supported by financial assistance from the Western Australian Government’s State NRM Program, supported by Royalties for Regions program.”

The above list is not exhaustive and is provided as an example only.

Non-written forms of due recognition are also required, for example in television, radio, speaking engagements or forums. In instances of public launches or activities funded through the State NRM Program supported by Royalties for Regions, verbal acknowledgement of the Western Australian Government funding contribution will satisfy due recognition requirements.

Where possible the inclusion of hyperlinks to the State NRM Program and [Royalties for Regions](#) websites and social media channels: [Facebook](#) - State Natural Resource Management Program WA (@nrmpwa) and [Twitter](#) - State NRM Program WA (@nrmwa).would be preferred.

Appendix 1: Example photo release form

Photographic Release Form

This form is used by the State Natural Resource Management (NRM) Program to obtain your permission to publish a photograph that you appear in.

Replace shaded parts with your organisation

Brief description of the photographs

Conditions of use

The State NRM Program may:

Use the photographs in any way it chooses. This includes distorting, blurring or altering images as needed.

- Produce the photographs in either colour or black and white.
- Use and reuse the photographs for an unlimited time at no further cost.
- Transfer or supply the images to another State Government agency without further permission.

Copyright© of the photographs will be held by the State of Western Australia and managed by the State NRM Program.

The State NRM Program undertakes not to use the photographs in a derogatory or otherwise inappropriate way.

If you are prepared to have your name used in association with the photographs, please tick the box below.

I give my consent to the use of my name in association with the photographs.

No, I do not give my consent to the use of my name in association with the photographs.

Agreement

I have read and understood this release form and agree to the terms as shown. (The form must be signed by a parent or guardian when the person concerned in this clearance is under the age of 18 years.)

Your name

Your address

Signature

Date
