



2019 COMMUNITY STEWARDSHIP GRANTS

Guidelines for large and small
project applicants



Contents

| | |
|--|----|
| 1. Natural Resource Management in WA | 1 |
| 2. Community Stewardship Grants 2019 | 1 |
| 3. Who can apply?..... | 1 |
| 4. How to apply | 2 |
| 4.1 Application forms..... | 2 |
| 4.2 Application deadline | 2 |
| 4.3 Supporting documentation..... | 2 |
| 5. Eligibility criteria..... | 3 |
| 5.1 Unincorporated associations | 3 |
| 5.2 Multiple applications | 3 |
| 5.3 Maximum number of active grants..... | 3 |
| 5.4 Status of active grants..... | 3 |
| 5.5 Project location | 3 |
| 5.6 Eligible activities..... | 3 |
| 5.7 Ineligible activities..... | 3 |
| 6. Important information for applicants..... | 4 |
| 6.1 General advice | 4 |
| 6.2 Stakeholders and neighbours | 5 |
| 6.3 Consultation with Aboriginal people | 5 |
| 6.4 Land access permission..... | 5 |
| 6.5 Landholder agreements..... | 5 |
| 6.6 Co-contributions (cash or in-kind) | 6 |
| 6.7 Letters of contribution..... | 7 |
| 6.8 The work plan | 7 |
| 6.9 Expenses..... | 7 |
| 6.10 Other grant applications..... | 8 |
| 6.11 Conflicts of interest..... | 9 |
| 6.12 Insurances | 9 |
| 6.13 Consultants and contractors..... | 9 |
| 6.14 Aboriginal rangers..... | 10 |
| 6.15 Assets | 10 |
| 6.16 Mapping..... | 10 |
| 6.17 Attachments..... | 11 |
| 7. Assessment | 11 |
| 7.1 Assessment criteria | 11 |
| 7.2 Assessment process timeline..... | 11 |
| Appendix A: Sponsorship | 13 |
| Appendix B: Engaging with Aboriginal people | 15 |
| Appendix C. Eligible activities | 17 |
| Appendix D. Key application questions (MS Word)..... | 22 |

1. Natural Resource Management in WA

The WA Government's investment in Natural Resource Management (NRM) is guided by the [WA Natural Resource Management Framework](#). The Framework recognises the value of partnerships in protecting and managing WA's natural resources and outlines six priorities for coordinated NRM in WA:

- sustainable management of land resources
- maintain and enhance water assets
- protect and enhance the marine and coastal environment
- conserve and recover biodiversity
- enhance skills, capability and engagement
- deliver high quality planning that leads to effective action.

In 2018, the WA Government committed ongoing support to the State NRM Program. The Program aims to achieve sustainable natural resource use and environmental conservation outcomes by improving the capacity of community groups to undertake stewardship of natural resources in their local area.

A feature of the State NRM Program is the Community Stewardship Grants.

2. Community Stewardship Grants 2019

Community Stewardship Grants are available for community-based projects that help conserve, restore, rehabilitate or enhance a local natural area, conserve WA's biodiversity and maintain or build the capability of NRM community groups across the State. In 2019, \$7 million is available for the 2019 Community Stewardship Grants round.

The 2019 Community Stewardship Grants program involves two components: a small grants round and a large grants round. Their respective features include:

- Small grants:
 - valued between \$1 000 - \$35 000
 - commencing on or after 1 January 2020
 - for up to 12 months duration
- Large grants
 - intended for more strategic, complex projects
 - valued between \$3 5001 and \$450 000
 - commencing on or after 1 January 2020
 - for up to 36 months duration.

3. Who can apply?

Applicants from the following groups or organisations are encouraged to apply:

- Community groups including:
 - landcare groups
 - Land Conservation District Committees
 - production groups and

- 'friends of' groups
- Aboriginal community organisations including Registered Native Title Bodies Corporates,
- Community Resource Centres
- local government authorities
- regional NRM groups
- primary and secondary schools
- recognised biosecurity groups.

The following groups are not eligible to apply:

- WA State Government agencies
- tertiary education institutions
- individuals
- Unincorporated Associations.

Unincorporated Associations may apply under the auspices of another (Incorporated) group. Refer to Appendix A for further information.

4. How to apply

4.1 Application forms

Applications must be submitted using the online application form available here: <http://www.nrm.smartygrants.com.au>. Applications will not be accepted in any other format. A summary of the application form questions is provided in Appendix D.

If you require assistance or support in preparing your application, please contact the State NRM Program on 9368 3168 or at snrmo@dpird.wa.gov.au.

4.2 Application deadline

All applications, together with any supporting documentation, must be submitted by 12 noon AWST on Monday 10th June. Late applications or supporting material will not be accepted.

4.3 Supporting documentation

Applicants are encouraged to pay close attention to application form requirements, in particular the:

- [workplan template](#); this is an essential component of the application and must be completed using in Microsoft Excel format using the CSG workplan template 2019¹.
- [sponsorship agreement](#): if your application is made under an auspice arrangement (refer to Appendix A)
- a letter of contribution: one from each co-contributing organisation; the letter must itemise what is being contributed to the project and the value of each item
- copies of any documents that you have referenced in the body of the application or any supporting information that helps to illustrate your project or its value
- the 8 digit confirmation code provided by GRIDGrants.

¹ Note: large project applications must provide an annual breakdown in their project workplans; for small projects this is optional. Further information and instructions are provided in the template.

5. Eligibility criteria

5.1 Unincorporated associations

Unincorporated Associations are not eligible to apply directly for Community Stewardship Grant funding, but may seek funding under the auspices of a third party that is an Incorporated Association. Refer to Appendix A for further information.

5.2 Multiple applications

Applicants may submit more than one Community Stewardship Grant application.

5.3 Maximum number of active grants

Past and current recipients of State NRM Program grants are encouraged to apply however, an applicant may have a maximum of four active Community Stewardship Grants at any one time, comprising:

- a maximum of two *large* Community Stewardship Grants and
- a maximum of two *small* Community Stewardship Grants.

Projects will be considered 'active' until they are fully acquitted. Active State NRM funded projects from earlier grant rounds (e.g. Community Action Grants) do not count towards this total.

5.4 Status of active grants

Applicants with existing active State NRM grants must be up-to-date with all reporting and/or acquittal requirements by the closing date this grant round. Organisations with outstanding State NRM project progress reports or final reports are ineligible to apply.

5.5 Project location

Project activities must be located within the jurisdiction of the WA Government. Activities on Christmas and Cocos (Keeling) Islands are ineligible.

5.6 Eligible activities

The grants can be used to fund a wide range of NRM activities that will improve an organisation's capacity and/or facilitate on-ground, local NRM actions. A list of eligible on ground and capability building activities is provided in Appendix C.

5.7 Ineligible activities

The following activities will not be funded by State NRM grant funding:

- salary costs (within the Project Coordination item) that are already funded
- overheads or administration costs that are already funded
- projects, activities or events that have already taken place, or which are already funded
- activities correctly interpreted to be an organisation's or landholder's statutory or regulatory 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)
- standard boundary fences considered the landholders responsibility

- sustainable agriculture activities considered standard practice in the region
- purchase, lease or acquisition of land
- purchase of clothing, excluding items necessary for personnel safety
- planting species that are known to be an environmental or agricultural weed
- revegetation that is for feed or fodder purposes
- activities to beautify or improve amenity that cannot be directly linked to an NRM outcomes
- 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 and/or development of data and information that is readily available
- roadside weed control, unless it is to control a [Weed of National Significance](#) or a [WA Declared Plant](#)
- mine or quarry rehabilitation
- 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
- sitting fees
- volunteer stipends/subsidies/payments for labour or travel.

6. Important information for applicants

6.1 General advice

The purpose of the application form is to provide information that will allow the assessment panel to clearly understand each proposal. Some tips to assist applicants are:

- WA is a large State, applicants should avoid assuming the assessors are familiar with the local area or the background to the project
- approach this application process as an opportunity to sell your project concept and help the assessment panel understand why the project is important
- applications are judged on merit and competition is often fierce. Applications that clearly demonstrate how the grant will enable activity and outcomes that otherwise will not occur are highly regarded
- projects that involve collaboration among multiple-stakeholders are highly regarded
- State NRM grant funding MUST not be used to supplement activities or resources that are already funded; if aspects of your proposal are already partly funded, you must make this clear in the application, detailing what is already 'committed' and what additional outputs/deliverables the State NRM Grant will create
- wherever possible, provide a rationale; describe why you have chosen the site or activities, why your selected method or approach is most suitable, and why the listed resources are essential for the task
- use the planning process to reflect on the design of your project; have you considered all alternatives? Why is the proposed method the most effective and economical approach?
- consider providing evidence
- aim to be as clear and concise as possible
- avoid using acronyms and jargon.

6.2 Stakeholders and neighbours

Stakeholders include people or groups who may influence your project, or who may be affected by your work. Stakeholders can include:

- neighbouring landholders or groups who use the area where you will be working
- other organisations conducting similar or complementary work.

It is important that all stakeholders affected by your activities are consulted in your project planning process. You may like to start by making a list of people or groups to talk to, and then arrange a time to meet with each to explain your project and allow them the opportunity to ask questions, give feedback or raise concerns.

Applicants are advised to keep a record of their consultations, including who, when and where the contacts occurred along with details of any outcomes that arose from that consultation and to include a summary of these consultations in the application.

6.3 Consultation with Aboriginal people

Your application must show that you have consulted with local Aboriginal knowledge holders and/or native title holders/claimants about your project. Engaging with Aboriginal community members in the development of your application and project demonstrates that traditional knowledge and expertise is both respected and valued in relation to both the nature and cultural values of the land. Consultation should occur irrespective of land tenure (public or private). If there are cultural heritage sites near or related to your project, this should also be considered during your consultation with Aboriginal people.

Further information is provided in Appendix B.

6.4 Land access permission

It is essential that you have sought and received authorisation from all relevant authorities, including, but not limited to, the land owner and/or manager of the area on which the project will take place. You will be asked to identify the land owner(s) and/or manager(s) in the application.

Applicants may be asked to provide written evidence of land access permission(s) if your grant is successful.

6.5 Landholder agreements

Landholder agreements are used to clarify the roles and responsibilities of any private landholders participating in your project, including where and when any work will take place. You must provide to the State NRM Office a signed landholder agreement with each and every landholder you work with on your project, prior to releasing funding to the landholder.

You may use the [State NRM landholder agreement template](#) or a template of your own (so long as your template contains the same minimum information).

If possible, signed landholder agreements should be included in your application. If it is not possible to provide signed landholder agreements at the time of application (e.g. if you intend to run a devolved grants program), your application should provide information to confirm that signed landholder agreements will be created prior to releasing any funding to the landholder(s). You should also provide a copy of the template you intend to use for this purpose.

6.6 Co-contributions (cash or in-kind)

Each project activity requires a certain set of resources, and each of those resources will be obtained through funding from the State NRM grant request or from another source (a co-contribution).

Co-contributions are resources (e.g. money, labour, time, machinery, equipment, consumables or materials) donated to your project or provided through other funding sources. The State NRM Program considers co-contributions as either cash or in-kind (see table).

| Types of co-contributions | |
|---------------------------|---|
| Cash | Money (or income) received for project purposes. |
| In-kind | <p>Goods or services that are <u>donated (provided free of charge)</u> to your project, or made available to the project via an alternative source of funding. This includes:</p> <ul style="list-style-type: none"> • time spent by volunteers on: <ul style="list-style-type: none"> ○ project activities e.g. coordinating events, conducting field activities, organising volunteers ○ project administration/management e.g. budgeting, preparing project reports, preparing for and conducting meetings. • time spent by paid staff where the salary costs of that position are already resourced/funded • administrative or overhead costs where they are already resourced/funded • expertise or professional services • advice, expertise or other services provided by employees of the WA public service • student research • provision or donations of materials (e.g. fencing materials, chemical, baits, seedlings) • use of specialised equipment and the services of its operator. |

Applications that clearly describe, accurately value, and clearly identify the source of in-kind contributions are viewed very favourably.

Applicants should make every effort to accurately value all co-contributions to their project. Some co-contributions are easier to value than others. For example, if the co-contribution is cash, simply include the cash value. For goods or equipment provided in-kind, simply use the quoted market rate. For in-kind contributions of services, the following can be used:

- Time spent by volunteers – use the ‘[replacement cost](#)’ of an individual’s time, using the [volunteering WA calculator for individuals](#). It values volunteer time by calculating the amount of money a Western Australian business would have to spend to replace the overall contribution of the individual volunteer.
- Time spent by paid staff that are already resourced – you can use actual expenses
- Administrative or overhead costs – you can use actual expenses.
- Expertise or professional services – use the quoted market rate given from a commercial service provider or, for WA public service employees, ask them to provide an estimate.
- Student research – ask the student (or supervisor) for an estimate of the commercial value of their service.

Projects that attract a higher value of co-contributions are viewed very favourably. Applications that attract a greater value of co-contributions are attractive because they: indicate the project has broad

support from stakeholders and illustrate the leveraging power of each dollar of State NRM grant investment.

6.7 Letters of contribution

If your application involves co-contributions from third-parties you must provide a letter of contribution from each organisation that contains details of their contributions, and the value. This letter will be used to verify the information you provide in your application.

Letters of contribution must be signed by a representative of the organisation with the authority to commit the cash or in-kind contributions.

6.8 The work plan

The work plan is a key part of the application. It assists the panel to determine if the project is properly planned and costed, and the project's overall value for money. The [2019 workplan template](#), and examples, are provided [here](#) on our webpage.

Some important considerations when preparing the work plan:

- you must use the Microsoft excel format template provided
- for large projects, you must provide an annual breakdown in your workplan; for small projects this is optional (further information and instructions are provided in the template)
- make sure you provide a measure for activities, e.g. if you are using a weed contractor, how many hectares (ha) will their quote cover; or if installing fencing, identify how many kilometres of fencing you are proposing
- all values, unless specifically stated, must be exclusive of GST
- if your project will involve co-contributions from other sources, these must be identified.

6.9 Expenses

6.9.1 Project coordination and management

The State NRM program recognises that some projects may require a greater level of coordination or project management that is unable to be provided by volunteers.

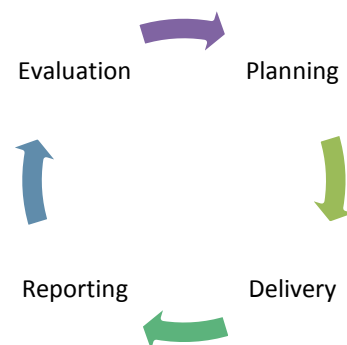
Requests for funding to support paid project management and coordination may be requested and must be within the following criteria:

- The total State NRM grant request for Project Coordination and Management must not exceed \$90 000 per annum
- Any salaried positions must not exceed to 1.0 FTE
- Salary on-costs must not exceed 20 per cent of the approved salary expenses and
- Applicants must provide a detailed case to justify this request in the application form.

Salary on-costs typically include superannuation, annual leave expenses, payroll tax and workers compensation insurance.

Salary, and salary on-costs should be itemised separately in the project work plan.

The assessment panel will consider this information in the context of the complexity of your project and the effort required to coordinate it. The panel will be looking to determine if the



coordination/project management expenses are commensurate with the nature and scope of the project. **Projects seeking to recoup costs that are already funded will not be supported.**

Example of how to calculate on-costs are provided in the [example work plan](#).

6.9.2 Overheads and administration

The State NRM Program recognises that successful projects often benefit from the support of strong organisations, and that in some cases, there may be costs to organisations associated with project delivery – especially large or complex projects.

Applicants may apply for up to 10 per cent of the total grant request for the purposes of overheads and administration. This request must be itemised in the project work plan (see [example work plan](#)).

Overheads and administration expenses may include things like phone, internet and printing, insurance (volunteer, public liability and personal accident) or management overheads.

Please note that sitting fees, subsidising volunteer travel and payments for volunteer labour are ineligible for State NRM funding (but these items may be included as in-kind contributions).

For large grants: if your grant is equal to or greater than \$55 001 you must provide an audited financial statement as part of the final acquittal of your project. This expense should be itemised in your workplan, as part of the overhead and administration expenses.

6.9.3 Sponsorship allowance

Proposals submitted under a sponsorship arrangement are entitled to request a sponsorship allowance. Further details are provided in Attachment B.

6.9.4 Cost recovery

The State NRM program will not provide grant funding to applicants seeking to recover costs that are already funded through alternative sources.

In the assessment of each application, the panel will need to be satisfied that all aspects of the project proposal relate to new, and additional, activities and outcomes. Specifically, the panel will consider: in the absence of this grant, would the proposed activities deliverables or outcomes be likely to occur anyway? Applicants should keep this in mind when designing their projects and preparing their applications.

6.9.5 Project specific travel

Travel that is specifically related to the delivery of a particular project activity should be itemised in the project workplan. Recommended rates for vehicle-based travel should be in accordance with the Australia Taxation Office's cents per kilometre recommendations. Other forms of travel or transport should reflect market rates and be supported by written quotes wherever possible. Project specific travel should be described with a detailed case or justification, to enable proper assessment of the project's value for money.

6.10 Other grant applications

We encourage you to apply for funding from as many sources as possible. If successful, these grants may be counted as co-contributions towards your project.

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

6.11 Conflicts of interest

A conflict of interest is a situation arising from a conflict between the performance of duties or activities as a member of an applicant organisation and an individual's private or personal interests. Private and personal interests can be also be indirect such as interests involving family, friends or associates.

A conflict of interest may be actual, potential or perceived:

- Actual: involves a direct conflict between the organisational duties/responsibilities and the personal or private interests
- Perceived: conflict exists where it could improperly influence the performance of duties – whether or not this is in fact the case
- Potential: arises where the private or personal interest could conflict with organisational duties/responsibilities in the future.

Conflicts of interest can be pecuniary (involving financial gain or loss) or non-pecuniary based on goodwill or ill-will, such as privileged treatment or favours. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise.

Applicants must declare and describe any conflicts of interest (actual, perceived or potential) in the appropriate section of the application form.

Some examples:

- applicants must advise if they (or their relations) are property owners of any land that is proposed for activity
- applicants must advise if a member of their group (or their relations) could benefit from the grant through receiving payments, for example, for fee-for-service or contract work funded by the State NRM grant.

By declaring any conflicts of interest, you are ensuring they can be managed openly and transparently; declarations of conflicts of interest will not necessarily make the application or activity ineligible.

6.12 Insurances

If your application is successful you must 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 or can be funded through your grant if you include it as part of your Overheads and Administration expenses (see Section 6.9.2 Overheads and administration).

6.13 Consultants and contractors

Grant funding can be used to engage consultants and contractors. If you choose to use consultants or contractors please itemise these expenses in your work plan, and provide details under the relevant 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 the applicant and also intend to provide consultant or contractor services, you must justify the reason for this arrangement. This should be addressed in the relevant section 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 rate.

6.14 Aboriginal rangers

If you are engaging an Aboriginal Ranger group to work on your project, your application must indicate whether their services will be provided in-kind to the project (see Section 6.6 Co-contributions (cash or in-kind) or, alternatively, if State NRM funding will be sought to cover their costs.

If the Aboriginal Ranger group's costs are already fully funded through other sources including, for example, the [WA Government's Aboriginal Ranger Program](#), their services must be provided to your project as an in-kind contribution. You **must not** seek funding from the State NRM Program for this purpose.

If the Aboriginal Ranger group's services are not already fully funded, and you wish to engage them on a fee-for-service basis/as a contractor, you must provide details of any funding that Ranger Group has received and what the requested State NRM funding will specifically cover. The following rates are recommended:

- employment of rangers – up to \$289 per day (inclusive of on-costs, overheads, etc.)
- employment of established rangers – up to \$332 per day (including on-costs, overheads, etc.)
- employment of experienced ranger coordinators – up to \$480 per day (including on-costs, overheads, etc.)
- camping allowance – up to \$81 per day south of 26 degrees south latitude and \$99 per day north of 26 degrees south latitude.

Projects that utilise the services of Aboriginal Ranger groups will be highly regarded.

6.15 Assets

An asset is any single item of a transferrable physical nature that, if approved, will cost \$2 500 or more. Examples may include seeding machines, trailers, vehicles, cameras, drones or scientific equipment. Permanent infrastructure, seedlings and fencing are not considered assets.

The asset will remain the property of the Western Australian government. However, at the end of your project, you may negotiate continued use of the asset subject to conditions and a memorandum of understanding (MOU).

Assets can be purchased where there is an identified public benefit or if it is essential to the project.

If you are unsure whether your request should be considered an asset, please contact the State NRM Office for clarification.

6.16 Mapping

Applicants for both small and large project grants are required to map the location of their project activities using the online tool GRID Grants.

GRID Grants enables you to locate your site(s) on a map and draw in your proposed activities. This information is used in the assessment of your project, and if your proposal is successful, will form the basis for ongoing project reporting. This information also provides the panel with context, illustrates any synergies or overlaps across different projects, enables the panel to cross-check information provided in various parts of the application, and helps to inform the panel's assessment of whether the intended outcomes are achievable.

Where possible, applicants are encouraged to provide as much detail as possible about the location of project activities. If you are unsure of the exact location of the proposed activities, please provide an indicative location and make a note that the information provided is approximate (there is space to add comments in the online mapping tool).

Easy, step-by-step instructions are provided throughout GRID Grants. A [‘how to’ guide can also be found here](#).

Some things to note when using GRID Grants:

- ✓ you can open the mapping tool, save your progress and return at a later time
- ✓ however, once you press ‘submit’ the form will be locked and you will not be able to change the detail
- ✓ we suggest waiting until your online application is mostly complete before pressing ‘submit’ in GRID Grants
- ✓ once you submit your mapping in GRID grants, you will be provided with an 8 digit confirmation code, please keep this code for your records, as you will need to provide it in the main application form.

If you encounter any problems with GRID Grants, or require additional support, please [email the State NRM Office](#) or call 9368 3540.

6.17 Attachments

All attachments including any supporting documents must be submitted together. Late submissions (including supporting documents or attachments) will not be accepted.

Please ensure you label any attached files meaningfully so that it is clear 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 in the space provided at the end of the online application form.

7. Assessment

Applications will be subject to competitive assessment. Each application will be assessed by a panel on the basis of merit, using the responses and documentation provided in the submitted application and in accordance with the following selection criteria.

7.1 Assessment criteria

To be eligible for funding, your grant application will be assessed against the following criteria and must demonstrate:

- clear outcomes that support the sustainable use and conservation of natural resources (35%)
- evidence of local need for, and community involvement in the design, planning and implementation of the project, including consultation with Aboriginal people (35%)
- a reasonable and justified funding request that demonstrates value for money (20%)
- sound planning and ability to manage the project (10%).

7.2 Assessment process timeline

The key stages in the assessment process are:

- an assessment panel will assess all projects, seeking technical advice as required, and recommending 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.

- it is anticipated that successful applications will be announced in late 2019 by the Minister for Agriculture and Food and Regional Development, the Honourable Alannah MacTiernan MLC, as lead Minister for NRM.

Information about successful grants will be published on the [State NRM Program website](#) and emailed to website subscribers. This will include the grant recipient's name, location, funding amount and project description. This announcement is anticipated in late 2019.

In addition, all applicants will be notified by email of the outcome of their grant application.

Appendix A: Sponsorship

Do I need a sponsor?

If a group is not incorporated or does not have an ABN, it is technically ineligible to apply for a Community Stewardship Grant. However, the group may still be able to access funding by establishing an auspice arrangement with a third party organisation. Under this arrangement, the third-party organisation applies for, and receives, project funds on behalf of the unincorporated community group that delivers the project activities.

For the purpose of the Community Stewardship Grants, the organisation agreeing to receive funds is **the Sponsor** and the nature of the arrangement is detailed in a [Sponsorship Agreement](#).

Any incorporated group with a current ABN, and which meets the eligibility criteria provided above, may act as a Sponsor.

How does it work?

The Sponsor must apply for the grant on behalf of the intended recipient. If successful, the grant contract and any payment instalments will be issued to the Sponsor.

The Sponsor will then 'subcontract' the unincorporated community group to deliver the project with the details of the arrangement set out in the signed Sponsorship Agreement.

How many projects can an organisation sponsor at one time?

There is no limit to the number of projects an organisation can sponsor.

Any projects sponsored by an organisation do not count towards that organisation's four allowable active projects (see Section 5.3 Maximum number of active grants).

Responsibilities of a sponsor

The Sponsor is responsible for the financial and legal aspects of Community Stewardship Grant funding agreement including proper project management and coordination, project reporting and acquittal.

The Sponsor organisation may also provide other services, such as:

- administrative functions including insurance cover and financial management
- human resources (HR) and occupational health and safety (OHS) functions.

The role of the sponsor organisation is not to deliver the core project activities.

Sponsorship fees

A Sponsor can charge a percentage of the total Community Stewardship Grant as a fee for their services. This fee is on a tiered scale based on the number of groups being sponsored under a single application, as shown below.

If the Sponsor is charging a fee, they must clearly indicate the amount they are charging in the work plan and identify the services they will provide in the signed Sponsorship Agreement.

| Number of groups sponsored (under a single application) | Percentage that can be requested in that application |
|---|--|
| 1-2 | 10 % |
| 3-5 | 15 % |
| 6 or more | 20 % |

If the Sponsor does not charge a fee for these services, the value of these services may be included as an in-kind co-contribution to the project.

If the unincorporated community group expects to incur its own administration or overhead expenses, (see 6.9.2 Overheads and administration) these may be included in the State NRM funding request. The funding request should be accompanied by a detailed and fully-justified case.

Sponsorship agreement

A complete, signed, Sponsorship Agreement must be uploaded to the online application. Applicants must use the [template](#) provided.

This agreement enables the sponsor and the beneficiary to:

- identify their roles and responsibilities
- detail the tasks, services or resources that will be provided to the project, and
- list any fees that will be accepted by the sponsor.

The detail in the sponsorship agreement must be consistent with information provided in the project workplan.

Appendix B: Engaging with Aboriginal people

Early engagement with local Aboriginal groups during the development of your project is essential. It is required regardless of land tenure (whether the land you are working on is privately owned or public land).

The purpose of consulting with Aboriginal groups is to:

- Promote awareness of traditional knowledge in NRM and that traditional knowledge and expertise is respected
- Confirm the importance of the area to Aboriginal people including cultural heritage values
- Explore opportunities to share knowledge or to be involved in the planning and design of projects
- Protect cultural heritage and heritage sites.

The approach that you take to engaging with Aboriginal people, and what you might ask of the Aboriginal people you engage with, will vary on a case-by-case basis, depending on the nature and scope of your project, and the cultural heritage values of the areas in which you will be working. The native title status of the area will also influence what is required.

Principles for engagement

The following are general principles for engagement that can guide consultation with Aboriginal people during development of your project:

- ✓ Understand culture: Actively build knowledge and respect for the culture, diversity, values and history of traditional owners.
- ✓ Be inclusive: Ensure that everyone in community who should be involved has an opportunity to do so.
- ✓ Engage Early: Engage at the idea stage to maximise Aboriginal community input. Develop trust and imbed Community and Culture in project design.
- ✓ Establish Expectations: Be clear on purpose, be consistent in communication and seek feedback.
- ✓ Develop Authentic Relationships: Acknowledge that it takes time to develop meaningful relationships, be prepared to have open and honest conversations, be accountable and transparent, communicate to achieve outcomes.
- ✓ Be Present: Invest in face to face communication. Make the time to be available and actively listen and be receptive.

What to do

1. Read [Ask First](#), an easy-to-read guide containing practical information.
2. Conduct a search of the [Aboriginal Heritage Inquiry System](#) to check if there are heritage sites relevant to your project location and to determine whether your project could impact a site. You will need to run the search for each project site (if your project has more than one). If in doubt, contact the Aboriginal Heritage section of the Department of Planning, Lands and Heritage at AboriginalHeritage@dplh.wa.gov.au
3. Make contact with representatives of the Aboriginal community relevant to the Country on which you are working. In order to work out who to contact, you should considering the native title status of the area(s) in which you will work, including whether native title has been determined in the area of if there is a native title claim. The relevant native title representative

body can be an important point of contact for assistance in understanding the native title status of an area; their contact information is provided below.

Please note: you must complete all three steps even if there are no cultural heritage sites identified in your Aboriginal Heritage Inquiry System search.

Contacts

If you are unsure about how or who to contact, you can contact one of the following organisations relevant to your area. The State NRM Program Team are also here to help.

Native Title Representative Bodies

These organisations represent and support Aboriginal people in relation to native title matters but also on issues affecting their lands, seas and communities. They also run community, environmental and economic development projects and may be able to assist with engaging with Aboriginal people.

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



Regional NRM Groups

There are seven regional NRM groups across WA, each working closely with the Aboriginal communities of the region.

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

Appendix C. Eligible activities

On-ground works

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).

[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.

Regenerative agriculture

Regenerative agriculture is a holistic approach to farming that seeks to use natural techniques to regenerate soil health and increase biodiversity. Regenerative agriculture aims to restore landscape-scale function and deliver sustainable production through functional nutrient cycling and enhanced ecosystem resilience. These outcomes benefit not only primary producers, but also the community - environmentally, economically and socially. In a practical sense, actions might include the reduced use of biocides and artificial fertilisers, increased vegetation cover and strategic use of vegetation and water.

Types of activities that may be considered for funding include:

- farm planning that supports regenerative farm management
- implementation of regenerative farm plans
- demonstrating innovative techniques that support a regenerative approach
- planning, observing and measuring change
- sharing and learning opportunities that support regenerative approaches.

Things to consider in your application:

- priority will be given to activities that span more than one property
- replicating, trialling or demonstrating activities considered standard practice or that are well researched in an area will not be considered
- building the capacity of Aboriginal people to participate in regenerative land management practices will be highly regarded.

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 lead to on-ground activity.

Peri-urban

Peri-urban dwellers and lifestyle farmers often hold strong conservation and environmental values, but 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.

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)
- 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.

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. Please provide quotes as part of your justification
- fencing that serves to protect new or remnant vegetation must be stock proof. The landholder must also agree to exclude stock from this protected area
- landholders must commit to providing ongoing maintenance of State NRM funded fencing
- in accordance with the [Dividing Fences Act 1961](#), it is the responsibility of landholders to fence property boundaries including those bordering crown land. Similarly the [Wildlife Conservation Act 1950](#), states that stock cannot be grazed in crown reserves and landowners are responsible for maintaining a boundary that excludes all domestic animals. Therefore, grant funds cannot be used to pay a landholder to construct boundary fences on their own property. If a boundary fence is constructed it may be considered an in-kind contribution towards the project. However, 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 30m inside the original boundary 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 due to circumstances such as peri-urban areas or in difficult terrains. If a contractor is required, justification must be provided in the relevant section of the application form
- 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 this request must be fully justified

- 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 fully justified.

General guidelines for revegetation activities:

- a minimum of 800 stems per hectare must be planted unless justified
- seedlings are purchased for no more than \$3 per stem
- local provenance species are preferred where possible
- revegetation efforts should aim for multi-story plantings and combined tubestock planting and direct seeding is highly recommended
- seedling protection from pests (e.g. tree guards) is recommended, where necessary
- revegetation must be fenced where possible and as appropriate
- watering is typically considered an in-kind contribution unless justified.

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 [here](#). (scroll 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 Primary Industries and Regional Development for the [latest list of declared plants](#).
- control of other weed species on public lands will be considered
- projects that propose innovative weed control methods will be highly regarded
- a maximum of \$5 000 per ha can be requested for weed control unless fully justified
- 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 the relevant section 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
- declared pest control on private land may be funded in accordance with the Biosecurity and Agriculture Management Act 2007
- control of plant and animal pests in marine, coastal, estuarine, wetland and/or river areas is also eligible.

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)
- nature playgrounds that clearly demonstrate an NRM education benefit. Further information can be found [here](#)
- pathways that assist in access control and 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.

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' private landholders or others to deliver the proposed works. Projects that involve devolved grants should describe: a) the purpose of the devolved grants b) why devolved grants are considered the best/most strategic approach c) what strategies will be used to guide the assessment/approval process and d) how you will ensure the grants achieve a predominately public benefit.

You must complete a signed [Landholder agreement](#) prior to releasing devolved grant funding. Your application should include information about the template landholder agreement you intend to use (including a copy of the template if you intend to use one developed by your organisation).

Monitoring

- the establishment of a monitoring and evaluation framework is a highly regarded activity
- 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) may be considered for funding through these grants.

Capability building

Training and skills development

Grant funding may be used to build the capacity of an organisation through training and skills development. Applications that describe the training need, how it was identified, and how the training need or skills-gap will be addressed will be viewed favourably.

Technical advice

There is an increasing amount of technical information available to volunteers and community-based groups in many different formats that may help them improve how they do their NRM work. This information is often not readily accessible, may not be easily understood and may possibly be conflicting.

Grant funding may be used to engage the services of advisers or consultants who can help volunteers and community groups access, interpret and better understand technical information.

Information sharing

The sharing of information is a widely accepted and effective means of developing capability. Community groups can apply for funds to access information through various means to build their own capability. They can also access funds to disseminate their experiences and learnings to other groups so they can benefit from that information.

These funds can be used to develop, improve and/or deliver the following activities:

- events such as seminars, workshops, field trips, citizen science
- information products such as booklets, brochures, websites, GIS systems, peer-to-peer learning systems
- skills development and training programs including Aboriginal Ranger Group training
- education programs that focus on school children's environmental education.

Planning

Effective NRM planning typically results in quality outcomes.

Projects that include the development of a plan (e.g. action plan or management plan) should clearly indicate how the plan will be used in future management of the area and how it will contribute to decision making.

Traditional ecological knowledge

Applications must demonstrate how traditional owners will be involved in these activities, how the knowledge will be stored and how the knowledge will be used in future land and sea management.

Research

Research activities and investigations that build on current knowledge can be funded if it is to 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 stored, managed and shared.

Resource condition assessment

The gathering and recording of data about the condition of natural resources is recognised as an important foundational activity enabling sound project planning and strong project outcomes. Resource condition assessments could include, for example:

- flora, fauna or vegetation surveys and mapping
- weed mapping or monitoring
- pest animal surveys or mapping
- water quality surveys
- plant survival surveys

Projects that demonstrate a clear need for the proposed resource condition assessment, and the value of the activity in enabling improved long-term management, will be highly regarded.

Appendix D. Key application questions (MS Word)

The following is a list of key long-answer questions taken from the application form. It is provided to assist any applicants that wish to first prepare responses in Microsoft Word format (i.e. applicants may like to copy and paste this list into a word document, prepare a written response, and then copy that response into the online form. **Please note: your final application must be provided using the online form. Word limits apply.**

Section 3.3

- Please describe the specific problem that you plan to address. Where appropriate, refer to supporting plans and/or documentation (maximum 200 words).
- Please describe the activities you will undertake to address this problem (maximum 200 words).
- What outcomes will be achieved as a result of the project? (maximum 200 words).
- Why is the proposed approach the most suitable option? Did you consider any alternative approaches, methods, sites/locations? (maximum 200 words)
- If your project involves on-ground work, who owns/manages the land that you will be working on? If there are multiple sites you must identify land tenure and management for each site (maximum 200 words).
- Have you considered the risks to your project's success? If so, provide detail about what steps you have taken, what risks were identified, and/or any mitigation strategies adopted (maximum 200 words).
- How will your activities benefit your local community? (maximum 200 words).
- How will this project support your organisation? (maximum 200 words).

Section 3.6

- [If you are applying for grant funds to pay for personnel to undertake activities such as coordination, facilitation and project management, you will need to provide solid justification to support your request]. Please justify your coordination request. If you are currently employed by an organisation, but applying for coordination funding, describe your circumstances here (maximum 100 words).
- [If your project involves volunteers]. Please tell us about any volunteers you expect to be involved in this project (how many, who and how they might be involved) (maximum 100 words).

Section 5.1

- [If grant funds will be used to engage contractors or consultants] Please describe why you need to engage contractors or consultants (maximum 100 words).
- [If grant funds will be used to engage contractors or consultants] Please provide the contractor or consultants name, qualifications and outline what they will be providing (maximum 100 words).
- Will grant funds be used to purchase a service provided by your own organisation? If yes, please justify below (maximum 100 words).

Section 5.2

- [If applicable] Please provide detail of proposed assets over \$2,500 per item (maximum 100 words).

Section 5.3

- [If applicable] How will animals be involved and what animal welfare protocols will you comply with?

Section 6.2

- Step 1: Have you consulted with the Aboriginal group who can speak for Country for your project area? Please provide details of who you consulted including the outcome of the conversation. If not, please justify why you have not consulted? (Maximum 100 words).
- Step 2: Did the search for your project site(s) in the the Aboriginal Heritage Inquiry System produce any results? If yes, How do you believe your project may impact the selected site? (Maximum 100 words).

Section 7

- How will the benefits gained from this project be maintained in the future? (Maximum 100 words).

Section 9

- Feedback on application process (including this form) - how can we improve?