



natural resource
management program



Community Capability Grants

Guidelines 2016

Applications are open for:

Small projects – seeking up to \$10 000 with a time frame of up to 12 months.

Applications for small projects can be submitted up to **midday, Monday 29 May 2017**. This date is subject to change depending on availability of funds. These applications will be assessed on a first-come, first-served basis until the available funding is allocated.

Applications must be submitted using the on-line application form via SmartyGrants at <https://nrm.smartygrants.com.au/>.

If you are unable to use this application form, please contact the State NRM Program team.

For queries about the guidelines, deadlines, or questions in the 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 the office well before the grant closing date.

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 team

Phone: (08) 9368 3168

Email: snrmo@agric.wa.gov.au

Website: nrm.wa.gov.au

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The State Natural Resource Management Program

The Western Australian Government values the work and efforts of WA's volunteer-based, 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.

Two types of grants are available through the Program:

- Community Capability Grants
- Community Action Grants

For information about Community Action Grants visit www.nrm.wa.gov.au

What are the Community Capability Grants?

The Community Capability Grants recognise the importance of having good organisational and institutional arrangements in place to support the efforts of volunteers and the not-for-profit organisations to which they belong.

The purpose of the Community Capability Grants is to support volunteers to improve their capability to undertake on-ground work and to improve the governance and management performance of their community-based organisations.

The grants will achieve this by assisting community-based, not-for-profit NRM organisations with the means to access services or resources that help to:

- improve NRM decision making and action by improving access to technical NRM information and the interpretation of that information
- address participation and succession issues by promoting better engagement in NRM activities and improve coordination/facilitation of NRM action
- better meet contemporary compliance and accountability requirements through improved organisational governance, management and administration
- increase sharing of, and access to, information and knowledge, particularly that gained from previous on-ground action efforts to improve decision-making and foster innovation
- encourage effective partnering with and increase the involvement of Aboriginal people in developing programs to maintain and enhance natural resource and cultural values, while also providing pathways to employment and other social benefits
- improve engagement with the wider community to promote the experiences, values and achievements of those involved in community-based NRM

Grant time frames

The Community Capability Grants – Small for the 2016-17 round are for projects between \$1,000 and \$10,000 with a time frame of up to 12 months.

All projects must be finalised by December 2018. Funding has not been approved by the State Government beyond this date.

How much is available?

Community Capability Grants			
Year	1	2	3
	2015-2016	2016-2017	2017-2018
Small project grants (3 application rounds)			
Round 1	\$100,000	-	-
Round 2	-	\$100,000	-
Round 3	-	-	\$100,000
TOTALS	\$100,000	\$100,000	\$100,000

Each application will be carefully assessed on its merits.

Your organisation can apply for more than one grant and up to a total of two grants.

General criteria

What can you apply for?

The grants can be used to fund services and activities that will lead to an increase in the organisation's capacity including:

- coordination and facilitation
- governance, management and administration
- access to and interpretation of technical information
- information sharing events such as seminars, workshops, field trips
- development or improvement of information products such as booklets, brochures, websites, GIS systems, peer to peer learning systems
- development and/or delivery of skills development and training programs

Further detail on eligible services can be found in the *Specific information on eligible services* section (page 10).

The required services and activities are to be clearly described in the Work Plan of the Application form.

What can't you apply for?

The grants cannot be used to:

- fund activities or services that do not contribute directly to NRM outcomes through community action
- pay for services or resources that pre-existed on 1 July 2016
- replace cash and/or in-kind funding that was committed or in place on 1 July 2016 for services and/or resources that existed at that time
- fund services and/or resources that maintain existing levels of community or applicant organization capability i.e. a clear increase in capability needs to be demonstrated
- fund on-ground works.

Who can apply?

Any community-based natural resource management organisation or networks of such organisations are eligible to apply. Such organisations, for the purposes of Community Capability Grants include:

- not-for-profit organisations including local government authorities and schools
- Community Resource Centres
- community-based NRM groups
- existing Landcare or Land Conservation District Committee (LCDC) groups
- regional NRM groups
- Regional Biosecurity Groups (RBG) and Rangelands Biosecurity Association (RBA) (under specific conditions – see below)
- consortia of any of the above (see page 6 for details)

Past and current recipients of our grants are eligible to apply for these grants. Previous grant recipients are reminded that they need to ensure they are up-to-date with all reporting and/or acquittal requirements at the time of application. Projects with outstanding progress reports or final reports will not be considered for funding. Your group can also apply for more than one grant.

RBG and RBAs are eligible, however proposed in-kind funding must exclude funds raised through levies or the State Government's matching of those levies. RBG and RBA organisations cannot apply for grants for coordination/facilitation, governance, management and administration services, but can apply for grants for skills development, training and information sharing.

Applicants must have an ABN and be a legal entity to be eligible for funding or use a sponsor (see below).

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

Who can't apply?

The following are not eligible to apply but can partner eligible applicants:

- State Government agencies
- tertiary education institutions
- for-profit businesses
- individuals

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

Sponsor organisations

A sponsor organisation is an organisation with the capacity to either provide in-kind support e.g. the provision of office space, computer and network access, phone, vehicle, etc. or may act as an umbrella organisation if the applicants are not incorporated or don't have a registered ABN.

Any incorporated organisation can be a sponsor. Suitable sponsor organisations may include:

- a local government authority,
- a regional NRM group,
- a Landcare group,
- peak industry body, or
- other suitable organisations.

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

If an eligible organisation is looking to engage services that require employment or contracted services but lacks the ability to host or provide human resources services, it can make arrangements with an appropriate organisation to act as a sponsor.

A letter of support from your sponsor must be included in your application that shows they understand their responsibilities, what they are agreeing to provide and that they agree to act as your sponsor.

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.

Standard administration allowance

For small Community Capability grants between \$1 000 and \$10 000, the standard administration allowance you can apply for should be no more than \$1 000.

Consortium arrangements

A consortium consists of two or more organisations that work in partnership to share responsibility, resources, and outcomes for the proposed project funding.

A consortium must nominate a lead organisation which is also the applicant organisation. The applicant organisation must be eligible to apply. It must take responsibility for the leadership of the NRM activities and conduct of any personnel delivering these services. Another member of the consortium can act as the sponsor.

The participating organisations will need to agree how the consortium will operate including how the NRM activities will be delivered across different locations and partners.

A consortium can include agencies, groups or entities that would otherwise be ineligible to apply.

Co-contributions

Where possible the total co-contribution towards your project should match or exceed the requested grant funds. Greater co-contribution ratios will be held in higher regard.

If matching contributions cannot be identified you will need to clarify under the 'Activities outside guidelines' section of the application form.

Co-contributions can be from your organisation, project partners, sponsors, anyone else contributing towards the project and other income sources.

They can include:

- cash donations
- the value of in-kind contributions.

Some examples of in-kind contributions include:

- provision or donations of materials (e.g. office space and equipment, vehicle use)
- use of specialised equipment and the services of its operator (account at the full cost)
- professional, technical and expert services (account at the full cost)
- volunteer time including attendance at events – attendees who are not volunteers i.e. are waged or salaried cannot have their attendance time included as a co-contribution.

Other WA Government funding programs (e.g. Coastwest, Lotterywest) cannot be used as the main co-contribution to State NRM Program funding.

Partnerships

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

A partnership is one in which an organisation contributes something toward the project 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. Sponsor organisations can also be partners.

A letter of commitment from each partner must accompany your application and outline the contributions they have agreed to provide (refer 'Partnerships and consultation' section of the application form).

Other grant applications

You are encouraged to apply for funding from as many sources as possible.

Eligible community groups can apply for funding through both the Community Action Grants and the Community Capability Grants. These are seen as complementing one another, however, the linkages between the two funding streams must be shown clearly. You cannot use the other grant type as a co-contribution or to duplicate coordination/facilitation functions.

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 or working in different areas.

Consultants and contractors

Grant funding can be used to engage consultants and contractors for specialist activities and tasks that your group doesn't have the capacity for, and will lead to an increased capacity in your group.

If you chose to use consultants or contractors please indicate this in Section 5.3 of your application form.

This information should include the name and qualifications of the consultant(s) or contractor(s) and detail the scope of their activities and how their involvement will lead to an increase in your group's capacity.

Insurance

If your application is successful you will need one or more of the following insurance policies throughout the life of your project: public liability, personal accident and/or professional indemnity insurance. If you don't have coverage,

it may be provided through your sponsor organisation or partners or funded through your grant if you include it in your application under Administration.

Measuring results

Your application needs to demonstrate how you plan to measure and record your activities. You also need to detail what you will do with these results at the end of the project. Proposals that show a clear monitoring framework, appropriate methodologies and meaningful outcomes will be highly regarded.

Attachments

All attachments requested in the application form must be submitted at the time of application including maps of your proposed area of activity.

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 8.3 'Attachments'.

Assessment criteria

A number of assessment criteria will be examined by the Independent Assessment Panel including:

- the nature of local environmental issues and their importance to the local community
- the value and importance placed by the local community on the organisation's work
- the need and urgency for developing the organisation's capability
- where the proposed services will be delivered
- the geographical area benefitting from the proposed services
- the level, quality and cohesiveness of proposed services
- the capacity and ability of the group to manage the implementation of the proposed services
- value for money and the value of co-contributions (cash and in-kind)

What we look for

Your application needs to demonstrate good project planning and design including:

1. project justification
2. how the proposed services will ultimately lead to improved NRM outcomes
3. how the proposed services will build the capability of your NRM organisation to do its work better and make a stronger contribution to the community it serves
4. community engagement, consultation and participation
5. partnerships that deliver across multiple projects/organisations/networks
6. project feasibility

1 - project justification

Your application should:

- identify clear goals/objectives for what it wants to achieve
- clearly indicate the services and resources being sought to increase the capability of volunteers and the not-for-profit organisations they belong to – State NRM Program funding will not be provided to maintain the same level of capability or status quo
- indicate why the funds have been requested, preferably supported by underpinning research or documentation

2 - NRM outcomes

You need to demonstrate how your project will result in improved local environmental and sustainable natural resource use outcomes or contribute to a greater understanding, recognition and appreciation of NRM.

You will need to show the connections, links and assumptions between the NRM services provided by this grant and the environmental outcomes resulting from these services.

A 'program logic' or other illustrative program tools will be highly regarded.

3 - capability building outcomes

You need to demonstrate how your project will result in your organisation's and community's enhanced capability to achieve better NRM outcomes and/or improved standards in your organisation's levels of performance, compliance and accountability.

State NRM Program funding will not be approved to maintain existing levels of community or applicant organization capability.

4 - community engagement, consultation and participation

Your application needs to show:

- who you have engaged in developing this proposal (this may include project partners)
- how it has/will engage the community (this may include project partners)
- an estimate of participant numbers at proposed activities
- the geographic reach of the project
- communication and marketing activities associated with the promotion of the project
- how the project will be accessible to diverse audiences, participants and communities or to a specific target group
- when and where the proposed actions and overall work will be brought before a wider audience through publication, exhibition or presentation during the project lifespan

5 - partnerships

You need to demonstrate how your project has or will develop partnerships with other organisations for improved outcomes including:

- professionalism in NRM management, community outreach and environmental assessment
- skills and qualifications of any consultants and/or technical experts involved in the project
- how your proposal links to other previous or current projects.

6 - project feasibility

The application must show evidence of adequate planning and capacity to implement and manage the project including a methodology that demonstrates how outcomes will be achieved and a realistic timeline.

The proposal must include a work plan and budget for the proposed project that demonstrates that the delivery of the project from the start through to completion has been carefully considered and planned. The work plan and budget must demonstrate value for money and include:

- income and expenditure targets. Please note that this grant should only make up a maximum 50 per cent of the total project budget unless a persuasive justification is provided. The remaining 50 per cent may consist of cash or in-kind contributions from the applicant, project partners, sponsors or other income sources.
- volunteer hours can also be included as part of an applicant's contribution
- all other financial support, either cash or in-kind, from all other sources
- a sufficient level of detail and explanation to assist an informed financial decision
- adequate provision for fees, insurance and other required charges

The applicant must demonstrate that all key personnel including project managers, consulting experts and volunteers have the experience and expertise to deliver the activity.

Specific information on eligible services

Coordination and facilitation

These funds can be used for the coordination and facilitation of activities that clearly support volunteer and community efforts, have compelling NRM outcomes and show sound public benefit.

This funding may be used to engage the services of practitioners such as NRM officers (e.g. Landcare, Bushcare, Rivercare and Coastcare) and community coordinators/facilitators.

These services can be used to coordinate projects or activities funded through other NRM funding sources.

These grants cannot be used for the coordination or facilitation of the following activities:

- Sustainable agriculture activities considered standard practice in the region
- Planting species that are known to be an environmental or agricultural weed
- Activities to beautify or improve amenity that cannot be directly linked to an NRM outcome
- Construction of new roads, tracks or car parks or the resurfacing of existing infrastructure unless they are directly linked to a NRM outcome

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 on-ground work. This information is often not readily accessible, may not be easily understood and may possibly be conflicting.

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

Governance, management and administration

These funds can be used for governance, management and administration services that clearly support volunteer and community efforts.

This funding may be used to engage the services of practitioners such as executive officers and administration officers.

Grants cannot pay for:

- sitting fees
- subsidizing volunteer travel
- volunteer labour

Information sharing

The sharing of information is a widely accepted way of developing capacity. Community-based groups can apply for funds to access information through various means to build their own capacity. 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
- information products such as booklets, brochures, websites, GIS systems, peer-to-peer learning systems
- skills development and training programs

Grants cannot pay for:

- attending skills development and training courses
- purchase of information that is available free of charge
- development of data and information that that does not add significant value to what is readily available

Application and assessment process

Process for small project grants

For Community Capability grants from \$1 000 and up to \$10 000 with a time frame of up to 12 months:

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

1. Applications can be submitted at any time up to the closing date.
2. Applications are assessed by the State NRM Program team and recommendations made monthly to the Executive Director, Business Services, Department of Agriculture and Food WA.
3. Decisions are made monthly by the Executive Director, Business Services, Department of Agriculture and Food WA. Decisions are referred quarterly to the NRM Ministerial Council, and annually to Cabinet, for noting.
4. Advice and feedback are provided to all applicants by the State NRM Program team as decisions are made.
5. Negotiations of contracts with successful applicants by the State NRM Program team.
6. Execution of contracts by successful applicants and State NRM Program team.
7. Successful applicants (grant recipients) commence grant approved project.
8. Payment of grant by State NRM Program team.
9. Final report and financial acquittal by grant recipients.

Closing date

Complete applications can be submitted on line via SmartyGrants at any time up to **midday AWST on Monday 19 May 2017**. This date is subject to change depending on availability of funds.

These applications will be assessed on a first-come, first-served basis until the available funding is allocated.

Each organisation can apply for a maximum of two grants per round.

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

Application form

You must complete your Community Capability Small Project Grant application form online through SmartyGrants at <https://nrm.smartygrants.com.au/>

The application form must be completed and submitted online.

If you are attaching files, you need to allow sufficient time for the file to be uploaded to the application.

Note: there is a maximum file limit of 25 megabytes. It is strongly recommended that you try to keep individual files under five megabytes.

Support material

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

- a clear, comprehensive budget including details of assets to be purchased valued over \$5 000
- signed letters of commitment from individuals and organisations who have agreed to make a tangible contribution (cash or in-kind) to the proposed project – these must be identified in the letter and must match items in the work plan and budget
- signed letters of commitment from individuals and organisations who are supportive of the proposed project
- maps, diagrams and photos as appropriate

Assessment process

Applications will be assessed on a first come, first served basis until all available funds are allocated.

Key stages in the assessment process are:

- The State NRM Program team will assess grant applications up to \$10 000.
- A list of recommended projects will be provided on the first working day of the month to the Executive Director, Business Services, Department of Agriculture and Food WA, for approval within five working days.
- The approved projects are referred quarterly to the NRM Ministerial Council, and annually to Cabinet, for noting.

Advice to applicants

All applicants will be notified by email and in writing of the outcome of their grant application by the State NRM Program team.

Successful applicants will be notified monthly as decisions are made.

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.