Department of
**Primary Industries and
Regional Development**

GOVERNMENT OF
WESTERN AUSTRALIA

natural resource
management program

COMMUNITY STEWARDSHIP GRANTS

LARGE AND SMALL

Guidelines for Applicants 2018

Contents

Natural Resource Management (NRM) in Western Australia

Western Australian Natural Resource Management Framework 2018

The Western Australian NRM Framework 2018 is an overarching document that aims to provide structure to NRM across Western Australia (WA). The framework sits within a more extensive structure of international, national, state and regional policy documents which together aim to protect WA's natural resources from threatening processes, including climate change.

The Western Australian NRM Framework is underpinned by 6 key priorities:

1. sustainable management of land resources

2. maintain and enhance water assets

3. protect and enhance the marine and coastal environment

4. conserve and recover biodiversity

5. enhance skills, capacity and engagement

6. deliver high quality planning that leads to effective action.

State NRM Program

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

The State NRM Program (the Program) is an initiative of the WA Government and is managed by the State NRM team. 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.

What are Community stewardship grants?

The Community stewardship grants are a component of the State NRM Program and support the WA NRM Framework.

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.

Community stewardship grants can fund both on-ground works and/or capability improvement initiatives that:

- help WA communities to participate in and deliver a wide range of on-ground NRM activities
- empower communities, organisations and industry to drive and champion NRM activities across the State, through meaningful collaboration and quality coordination, leadership, governance and networking activities
- ensure communities have the opportunity to access and contribute to quality natural resource management advice, training and activities
- engage with and educate a wider audience about the experiences, values and achievements of those involved in protecting WA's natural resources.

Up to $7.75 million is available in the 2018-19 round.

Eligibility criteria

Grant time-frame

The time-frame required to complete a project is negotiated during the contracting process.

Typically, large community stewardship grant projects should be finalised within 36 months (three years), and small community stewardship grant projects finalised within 12 months (one year) of the commencement date.

How much can I apply for?

There are two grant types available through annual rounds:

- large grants of higher value, comprising multi-year, multi-activity, more strategic and complex projects ($25 001 - $450 000)
- small grants of lesser value, comprising shorter, less complex projects ($1 000 - $25 000).

You can submit as many applications as you wish. However, the Assessment Panel will only recommend funding for two large community stewardship grant applications and two small community stewardship grants per organisation.

In addition, you can have no more than two large community stewardship grants and two small community stewardship grants active at any one time. For example, if you have four active grants (2 large and 2 small) you must fully acquit at least one project before you are eligible to apply for any more grants the following year/round. If you have two active grants (1 large and 1 small), then you can only be successful for an additional 1 large and 1 small grant.

For further detail on additional application opportunities, please see 'Sponsorship' section on page 7 below.

What activities are eligible?

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. These activities include:

Community capability services

These are activities that will improve an organisation's capacity and include:

- coordination and facilitation
- organisational governance, management and administration
- investigations or plan development that will improve the knowledge base and enable improved decision making
- access to and interpretation of technical information
- information sharing events such as seminars, workshops, field trips
- development and/or delivery of skills development and training programs
- development or improvement of information products such as booklets, brochures, websites, GIS systems, learning systems.

On-ground works

On-ground works can be located in land, water and marine environments. Priority will be given to projects that benefit public areas either directly or indirectly. The following are examples of eligible activities:

- regenerative agriculture practices
- revegetation

- fencing
- pest animal control
- biological approaches to weed and disease control
- infrastructure and earthworks
- species conservation actions.

Further detail on eligible activities can be found on pages 18-23.

What activities will not be considered?

The following activities will not be funded by these grants:

- projects, activities or events that have already taken place
- 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 key safety items
- 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
- subsidies for commercial operations
- roadside weed control, unless it is to control a [Weed of National Significance](#) or a [WA Declared Weed](#)
- restoration of gravel pits or other excavations as a result of mining activities
- 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.

Who can apply?

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

Examples of eligible groups:

- Incorporated not-for-profit organisations
- Community groups including Land Conservation District Committees (LCDC), biosecurity and production groups and 'Friends of' organisations
- Aboriginal corporations, land councils or incorporated associations
- Community Resource Centres (CRC's)
- Local government authorities
- Regional NRM bodies
- Primary and secondary schools

Examples of groups that are not eligible to apply, but can partner with eligible groups:

- WA State Government agencies
- Unincorporated groups who do not have a sponsor
- Tertiary education institutions
- Registered businesses
- Individuals

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

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

Past and current recipients of State NRM Program grants are encouraged to apply for these grants.

Current grant recipients are reminded that to be eligible, they **must** be up-to-date with all reporting and/or acquittal requirements by the closing date this grant round. Organisations with outstanding State NRM project progress reports or final reports will not be considered for funding.

Sponsorship arrangements

Do I need a sponsor?

If your group is not incorporated or does not have an ABN you are technically ineligible to apply for these grants. However, you may still be able to access funding by having your project concept administered by a third party.

This administering party is known as **the sponsor** and the arrangement you have with them is a **sponsorship agreement**. Any incorporated group with a current ABN can be a sponsor as long as they are eligible to apply in their own right.

It is not essential that your organisation be considered non-eligible to enter into a sponsorship agreement. If there are aspects of project management that your group is unwilling or unable to do, you may also enter into a sponsorship agreement with another organisation, so that you can get on with delivering the project work.

How does it work?

If a sponsorship arrangement is proposed, the sponsor will subsequently be considered the grant applicant and must apply for the grant on your behalf. If successful, the grant contract and any payment instalments will be issued to the sponsor/applicant.

The sponsor will then 'subcontract' your group to deliver the project as set out in your mutually agreed Sponsorship Agreement.

Examples of the services a sponsor organisation may provide include:

- administrative functions including insurance cover and financial management
- assistance with reporting and acquittals
- human resources (HR) and occupational health and safety (OHS) functions

There is no limit to the number of groups that a sponsor can elect to take responsibility for. If you have agreed to sponsor more than one non-eligible group, you may submit a single application to cover multiple sponsorship agreements with multiple groups, as appropriate.

Sponsored grants do not count towards the limit placed on possible successful applications.

Responsibilities of a sponsor

A sponsorship arrangement will protect your organisation by taking responsibility for the financial and legal aspects of funding received through the State NRM Program. They will act as the project

'host' and are responsible for ensuring that obligations set out in the funding agreement are met, including acquittals.

A sponsor organisation must not directly undertake any actual on-ground project works proposed by the group they are sponsoring unless these arrangements have been well justified in section 5.1.2.

Sponsorship fees

A sponsor can charge a percentage of the total grant amount 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.

Number of groups being sponsored	Percentage that can be requested
1-2	10%
3-5	15%
6 or more	20%

If the sponsor is charging a fee they must clearly indicate the amount they are charging in the work plan and as well as identify the services they will provide in the Sponsorship Agreement Form.

If the sponsor does not charge a fee then the value of these services may be included as a co-contribution towards the project.

If the groups being sponsored wish to request up to 10% towards their own administration costs this must also be clearly identified in the work plan.

Sponsorship agreement form

A fully completed and signed sponsorship agreement form (per arrangement) must be attached within the SmartyGrants application in section 2.2.

This form will assist both parties in identifying the roles and responsibilities, detail the tasks, services or resources that will be provided to the project and outline any fees that are being accepted to do this work. The detail in the form must align with the detail described in your work plan.

Download the Sponsorship Agreement Form here.

Grant Assessment

The process

Applications will not be accepted after 12.00 noon Monday 6 August 2018.

Your application will be assessed in competition with other applications based on the responses and documentation you provide in your application form. Eligible project applications will be considered against assessment criteria by an assessment panel made up of representatives from State government, technical experts and community representatives.

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 (30%)
- evidence of local community involvement in the design, planning and implementation of the project (20%)
- a reasonable and justified funding request that demonstrates value for money (10%)
- what and how much will be co-contributed toward matching the requested funds (10%)
- sound planning and ability to manage the project (10%)
- a clear need or urgency for the proposed project (10%)
- support of the project by other groups, organisations, LGAs, government agencies, etc. (5%)
- consideration of Aboriginal values (5%).

Completing the application form

The application form must be completed and submitted online through SmartyGrants.

The purpose of the application form is to provide information that will enable the assessment panel to clearly understand your project proposal and make sound decisions.

WA is a large State, and you should avoid assuming the assessors are familiar with the details of your area or project activities. Approach this application process as an opportunity to sell your project concept and help the assessment panel understand why it is important to your group. Describe why you have chosen the site or activities, the methodology and the resources you are requesting funding for. You should aim to be as clear and concise as possible and it is important that you avoid using acronyms and jargon.

Conflicts of interest

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

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

Land tenure

It is essential that you have sought and received authorisation and permission 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 section 3.3.1 of the application

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

The work plan

The work plan is one of the key parts of your application. It demonstrates to the assessors that you have planned for and costed out your activities carefully and shows your project is well designed and considered. It also allows you to demonstrate your project's value-for-money by allowing you to identify contributions from other sources. There is an example work plan appended at the end of these Guidelines.

Some important considerations when preparing the work plan:

- 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, identify how many kilometres of fencing you are proposing
- all values, unless specifically stated, are exclusive of GST.

Administration allowance

As part of your total grant request, you may apply for up to 10% of funds towards administration. The details must be clearly identified in your work plan.

The administrative allowance can be used to cover costs to the group including:

- general office and project costs including phone, internet and printing, insurance (volunteer, public liability and personal accident) and work cover.
- end of project financial acquittal costs.

If your project is over $55 001 in value you must complete a formal audit as part of your final report and financial acquittal. The fees for this can be budgeted for as part of your administrative allowance. Projects under $55 000 in value have less stringent acquittal requirements and can usually be completed in-house for minimal cost.

Insurance

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

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

Coordination and project management costs

If you are applying for grant funds to employ personnel to coordinate, facilitate and project manage, you will need to provide solid justification to support your request in section 3.6 of the application form.

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

The complexity of your project and the effort required to coordinate it will be taken into consideration and this should be reflected in the amount requested. The amount requested should be reasonable and commensurate with the total project value. If you have applied for the costs of coordination and project management then this cost cannot also be factored into any other activities or items in the work plan. Further details are provided in Appendix A under Coordination and Facilitation and on Costs.

GRIDGrants

In line with the commencement of the new large community stewardship grants, this year you will be required to map your project location and accompanying activities in GRIDGrants. Using GRIDGrants will not be required for small community stewardship grants applications.

GRIDGrants is a simple interactive mapping tool that will enable you to locate your site(s) on a map and draw in your proposed activities.

A link in section 4.1 of the main Smarty Grants application form will take you directly to your project's GRIDGrants form. Easy, step-by-step instructions are provided throughout GRIDGrants, 'how to' instructions can be found here and additional support can be requested if required.

GRIDGrants also enables you to save your progress and return later to finalise your GRIDGrants form. However, it is important to note that once you press 'submit' the form will be locked and you will not be able to change the detail.

Once your GRIDGrants form has been submitted you will be provided with an 8 digit confirmation code which you should cut and paste into the main application form.

Should your application be successful you will be required to use GRIDGrants to report your progress throughout the life of the project.

We would strongly encourage you to make every effort to use GRIDGrants however, if your internet connection is very poor you may submit electronic maps instead. The maps should be provided in a picture format (preferably JPEG) or Abode PDF format and should clearly illustrate what and where your project activities are proposed.

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

Aboriginal rangers as contractors

If you are contracting an Aboriginal ranger group for on-ground works a maximum of $33.71 per hour and up to a maximum of $250 per day per person can be requested. Supervisory effort should be included under section 3.6 'Coordination and Volunteer Involvement' of the application form. This does not include food and other incidentals which should be itemised and costed separately and must be fully justified. If you have a training component this should be included as a consultant and will require quote(s) from the trainer if the project is successful.

You also need to indicate in section 3.6 of your application form whether your group receives funding from any other sources, including Commonwealth ranger programs. If rangers are already funded under a Ranger program you are required to demonstrate why additional funds for ranger employment are being requested and how these other funds align with this grant request.

Assets

An asset is any single item 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.

Co-contribution

Partnerships

A partnership is an arrangement where two or more organisations work together to share responsibility, resources, and outcomes for the proposed project.

If a group or organisation can show a clear and measurable contribution toward the total project value they can be considered a partner. These contributions can include any in-kind or cash contributions. [Note: the definition for stakeholders differs from project partners – see page 13]

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

The partnership must nominate a lead organisation which is also the applicant organisation. The applicant organisation must be eligible to apply. The applicant must take responsibility for the leadership of the NRM activities and conduct of any personnel delivering these services.

A partnership can include entities that would otherwise be ineligible to apply. Examples of partners include, but are not limited to, local government authorities, government agencies, non-government organisations, education institutions and community groups.

Projects that comprise active partnerships are highly regarded.

Cash and in-kind contributions

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

Where possible the total co-contribution towards your project should match or exceed the requested grant funds. If matching contributions cannot be identified you will need to justify your request under section 3.5 in the 'Grant request and co-contribution' of the application form.

Co-contributions can be:

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

It is sometimes difficult to estimate the in-kind, or dollar value of your groups' efforts, and we usually find that volunteers underestimate their worth. VolunteersWA has developed an easy-to-use calculator that can help you work this out for both individuals and groups. You can access the calculator here and we highly recommend you use it.

Some examples of in-kind contributions include:

- time spent on project management and administration, coordinating volunteers for project tasks, completing project activities (including by members of your group, your partners and any volunteers)
- free provision or donations of materials (e.g. fencing materials, chemical, baits)
- free use of specialised equipment and the services of its operator (account at the full cost)
- free professional and expert services (account at the full cost).

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** as part of your assessment. If successful in receiving a State NRM grant, you will need to provide evidence that the multiple funding sources are undertaking different activities and/or working in different areas.

Letters of commitment

Letters of commitment are required to be submitted with your application in section 6.1 'Project partners' of the application form.

The letters will need to specify what contributions your identified partners have agreed to provide. Letters that do not detail what the partner is contributing will not be accepted. Letters of commitment must be signed by a senior officer with the authority to commit the cash or in-kind contributions.

Stakeholders and neighbours

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

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

Aboriginal engagement

To be eligible for these grants you must show that you have consulted with local Aboriginal groups during the development of your project, irrespective of land tenure (public or private).

The purpose of this is to identify:

- sites of significance and any impacts the project may have on these
- ways to manage potential impacts of the project
- local people or groups that may be working on the same site or issue
- the potential for sharing and incorporating traditional ecological or cultural information.

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

The Department of Planning, Lands and Heritage Due Diligence Guidelines are an important resource if you wish to learn more about the protection of Aboriginal heritage.

Where to start

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

To begin, we recommend you download and read Ask First, a guide to respecting Indigenous heritage places and values. This easy-to-read guide provides practical guidance on how to consult and negotiate with Aboriginal stakeholders.

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

1:      check the Aboriginal Heritage Inquiry System

Check if your proposed project site is listed as a site of significance through the Aboriginal Heritage Inquiry System (AHIS) Map.

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

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

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

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

Another way of identifying who to speak to about your project area is to contact the appropriate Land and Sea Council. These native title representative bodies give Aboriginal people a voice on issues affecting their lands, seas and communities. They also run community, environmental and economic development projects and may be able to assist with the consultation process.

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

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

Aboriginal involvement

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

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

Attachments

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

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

Submitting your application

Closing date

Complete applications must be submitted by 12.00 noon AWST on Monday 6 August 2018.

Application form

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

The application form and all attachments should be completed and submitted online.

Support material

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

- a clear, comprehensive budget, using the work plan template provided in the application form
- sponsorship agreement form(s) (if applicable)
- letters of commitment from partners
- your 8 figure confirmation code from GRIDGrants
- any document that you have specifically referenced in the body of the application.

Assessment process timeline

The key stages in the assessment process are:

- an assessment panel will assess all projects, seeking technical advice as required, and recommend 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 November 2018.

Advice to applicants

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

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

Information about successful grants will be published on the State NRM Program website 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 November 2018.

Appendix A. Further detail on 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 an 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 bio-cides 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 holistic 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 leads 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)
- include works in addition to fencing (for example weed control)
- deliver connectivity between remnant patches or revegetated corridors
- demonstrate high-quality representative plant communities
- incorporate buffer zones
- incorporate cross-boundary remnant protection.

Replacing or repairing fences previously funded under other programs will be considered. Provide details of any covenants which may apply to the area. Repairs to fences constructed by landholders will also be considered.

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
- 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 keeps all domestic animals out. 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 20m 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. Examples where this may be relevant include peri-urban areas or in difficult terrains. If a contractor is required, justification must be provided in section 5.1.1 'Contractors and Consultants' of the application form
- repairs to fences bounding publically-managed lands, such as a national park, may be considered for funding if justification is provided. A letter from the vesting authority demonstrating their permission to fence this land and identifying the contribution they will make must also be provided
- any fencing that occurs along a watercourse should have a minimum 30m buffer from the high water mark.

Revegetation

Things to consider in your application:

- funds cannot be used to pay landholders for site preparation or planting. Where landholders conduct this work it is considered an in-kind contribution towards the project
- funds can be used to employ a contractor for site preparation and planting if the group or landholder is unable to undertake these tasks but 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 well 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 at weeds.ala.org.au/WONS/ (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 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 section 5.3 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)
- components of playgrounds that clearly demonstrate an NRM education benefit
- pathways that assist in preserving the environment
- earthworks that clearly demonstrate a NRM benefit

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

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. For your application to be considered you will need to note the following:

- landholder agreements are documents that demonstrate the commitment of a landholder. While not always possible at the time of submission, the provision of signed landholder agreements identifying where and when work will take place, will be highly regarded if included as part of your application. An example of an appropriate Landholder agreement document can be found here
- activities such as protection of remnant vegetation, riparian restoration and revegetation will be given priority if they are contained in a sub-catchment or are linked, rather than dispersed across a large area
- activities that have private benefit must also deliver predominantly public benefit
- multiple devolved grant applications, that are similar in nature and format, must show an overall clear strategic intent.

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

Coordination and facilitation

These funds can be used for the coordination and facilitation of activities that clearly support volunteer and local community efforts, have compelling NRM outcomes and show sound public benefit. Grant funds cannot be used for the coordination or facilitation of ineligible activities.

Grant funds may be used to engage the services of NRM practitioners such as Landcare, Bushcare, Rivercare and Coastcare Officers and Community Coordinators/Facilitators.

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

Salaries related to coordination and facilitation must meet the following criteria:

- for coordination and facilitation, a maximum of 1.0 FTE, capped at $90,000 per annum, can be requested
- for additional positions, e.g. support or project officers, a persuasive argument will be required and a maximum of 0.5 FTE, capped at $35,000, can be requested.

Salary on-costs

If there is a valid reason for employing a person for the project then a maximum of 20% of the approved salary can be claimed additional to the salary as on costs. On costs are to cover the cost of productivity, superannuation, annual leave loading, payroll tax, etc. Example of how to calculate on costs is provided in the attached work plan in Appendix B.

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.

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
- subsidising volunteer travel
- volunteer labour.

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 should clearly indicate how the plan will be used in future management of the area and how it will contribute to decision making.

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 managed and shared.

Aboriginal planning and recording traditional knowledge

Only indigenous groups can apply for funding to plan for or record indigenous 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

State NRM Office Work plan - Community Stewardship Grant

This table is a planning tool that forms the foundation of your application. Refer to the example activities below to complete your workplan.

Instructions - How to complete this table.

1. Activities: break your project down into specific activities. Identify what each activity will do, and estimated start and finish times. Keep activities in a logical (chronological) order. Separate your coordination costs from any other cost, if applicable.
2. Resources (inputs): for each activity, identify the materials, equipment, and labour you need and how much each will cost (if unsure, make an estimate). See 'co-contributions' page 4 of the Guidelines for in-kind contribution help.
3. Funding sources: identify who will contribute to each part of the activity. In-kind and cash contributions from your group and others (including other grants) make up your co-contribution.
4. Deliverables (outputs): identify what you will produce from each activity.

Activities				Resources (inputs)				Funding sources (cash and in-kind)			Deliverables (outputs)			
Activity No	Activity Name (Describe what you want to do) Add more rows below as required	Start date MM / YY	Finish date MM / YY	Describe the resources you need to undertake the activity in column C. (Refer to examples in the 1st sheet)	Cost per resouce unit $ (ex GST)	Number of units required	Total cost $ (ex GST) Multiply G x H	Detail who will contribute to this activity. Include cash and in-kind contributions from your group and others (including other grants), and where the State NRM Program grant will be used.	Proposed Co-contribution $ (ex GST)	State NRM grant requested $ (ex GST)	On ground (these deliverables will be required to insert in the project schedule)	Capability improvement (these deliverables will be required to insert in the project schedule)	Number	Measure
1	Project Coordination & Management (1 FTE $80K Max)	Jun-18	Dec-18	NRM Coordinator Salary (6 Months full time @ $80,000/yr - 50%)	$80,000	0.25	$20,000	State NRM grant		$20,000		Developed and Faciliated 3 workshops and 2 trainings	5	Number of workshops & trainings
		Jun-18	Dec-18	NRM Coordinator Salary (6 Months full time @ $80,000/yr - 50%)	$80,000	0.25	$20,000	ABC Environment and Heritage Group	$20,000		Feral animals control work coordinated		5000	Hectares of bushland
	(On costs 20% of Salary Max)			NRM Coordinator On costs @ 20% of salary	$16,000	0.25	$4,000	ABC Inc. (applicant)	$4,000					
		Sep-18	Jun-19	Project Officer Salary (9 Months full time @ $60,000/yr - 100%)	$60,000	1	$45,000	State NRM grant		$45,000	Pest control facilitation	Monitoring and servilance completed	5000	Hectares of bushland
	(On costs 20% of Salary Max)	Sep-18	Jun-19	Project officer On costs @ 20% of salary	$12,000	0.50	$12,000	ABC Inc. (applicant)	$12,000					
		Jun-18	Jun-19	Technical advisory group 15 persons x 20hr @ $100/hour.	$30,000	1	$30,000	Community volunteer Group's time	$30,000			Feral animal management strategy developed	5000	Hectares of bushland
		Jun-18	Jun-19	Steering committee (5 members x 5hr @ $50/hour)	$1,200	5	$6,000	ABC Inc. (applicant)	$6,000			Management meetings conducted	5	Meetings
2	Project Administration	Jun-18	Jun-19	Project adminsitration - insurance	$2,000	1	$2,000	State NRM grant		$2,000				
	(10% of total grant Maximum)			Project adminsitration - audit	$550	1	$550			$550				
				Project adminsitration - office costs	$1,450	1	$1,450			$1,450				
				Project adminsitration - vehicle hire	$3,000	1	$3,000			$3,000				
				Project adminsitration - consumables	$2,500	1	$2,500			$2,500				
		Jun-18	Jun-19	Office space and equipment received from XYZ Inc. (100 days x 5hr/day @ $20/hr)	$10,000	1	$10,000	ABC Inc. (applicant)	$10,000					
2	Expand training and workshop in ABC area	Jun-18	Dec-18	Ranger training program (2 courses x 2 locations) Trainer hire @ $5,000 x 2	$5,000	2	$10,000	Applicant	$10,000		Two training evetns conducted		2	Events
		Jun-18	Dec-18	Material, catering, travel and venue hire costs for 2 new courses	$5,500	2	$11,000	State NRM grant		$11,000	Course attended		50	Number of people
		Jun-18	Dec-18	Deliver 3 workshops in 3 new locations @ $3000 x 3 (travel, venue hire, catering)	$3,000	3	$9,000	State NRM grant		$9,000	Course attended		30	Number of people
3	Feral animal control in ABC bushland	Oct-18	Mar-19	Trap and control rbbits and foxes - fox shoot (20 people x 5 hours @ $30 =$3,000 in-kind volunteer) = $3,000 total	$3,000	1	$3,000	Volunteer time	$3,000		Fox shoot and controlled		100	Number of fox killed
		Oct-18	Mar-19	Catering for volunteer 20 people @ $25	$25	20	$500	State NRM grant		$500	Rabbit trapped and controlled		100	Number of rabbits killed
5	Feral animal survey and monitoring	Oct-18	Mar-19	Survey and monitoring feral animal in the ABC bushland	$0	0	$0	Project officer's salary Grant money	$0	$0	Area monitored		5000	Hectares of bushland
		Mar-19	Jun-19	Survey report preparation	$0	0	$0	Project officer's salary Grant money	0	$0		Report prepared	1	Number of reports
	Add more rows above as required				Total		$190,000		Total	$95,000	$95,000				
	Total project cost (Proposed Co-contribution & State NRM Grant Money - K+L)									$190,000				