



# **Nature Refuge Landholder Grant Guidelines**

Round 5, 2021



**Queensland**  
Government

Prepared by: Grants Administration, Corporate Services, Department of Environment and Science

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## Overview

The Nature Refuge Landholder Grant Round 5 (NRLG5) is providing grant funding to eligible nature refuge landholders to undertake on-ground projects that protect and enhance the conservation values of their nature refuge.

Applications will be assessed under a competitive process with grants of between \$2,500 to \$20,000 (excluding GST) available. A total of \$500,000 in funding is allocated to this round of the grant program.

Further details are provided in these guidelines, including information about eligibility and assessment criteria, project timeframes and reporting requirements, and advice about how to apply and what makes a good application.

Applications close at 4pm on 6 December 2021.

For more information, please email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au) or contact the grants program office on (07) 3330 6360.

## **Guidelines**

Applicants must read these guidelines in full before applying for funding and are strongly encouraged to become familiar with the SmartyGrants online application system, and to read other supporting documentation before starting the process.

## **Program objective**

This grant program aims to enable eligible recipients to carry out practical land management projects that support long-term conservation objectives for nature refuges across Queensland.

The grants support landholders to undertake projects that will protect and enhance the significant natural and cultural values of their nature refuge as outlined in their conservation agreement.

## **Application eligibility**

To be eligible, applicants must:

- be a current nature refuge landholder as noted on the property title
- make a contribution (in-kind or financial) to the proposed project activities.

## **Ineligible applicants**

The following applicants are ineligible to apply for funding:

- Queensland Government agencies
- Australian Government agencies
- statutory bodies and authorities.

## **Available funding (GST exclusive)**

Applicants may seek funding for grants of a minimum amount of \$2,500 up to a maximum amount of \$20,000 (excluding GST). Funding is provided as a GST exclusive amount.

If the applicant is not a GST registered Australian Business Number (ABN) holder, the department cannot pass on the GST component of project costs and the applicant will need to cover the GST component. In such cases, the GST component can be used as part of the landholder contribution.

If the applicant is GST registered, the department will automatically pass on the GST component of project costs.

Successful applicants without an ABN may need to complete a 'Statement by Supplier' form from the ATO. Contact the ATO for more information.

## **Landholder contributions**

To be eligible for a grant, landholders will need to contribute to the project. Contributions can be in the form of in-kind or financial support, or a combination of both.

An in-kind contribution is where the landholder contributes their project management time and/or physical labour, own machinery or project materials. In-kind contributions are valued at the current market rate per hour which is \$41.72.

Financial contributions involve the landholder paying for materials or contract labour at their own expense.

## **Project timeframes**

Projects must be completed within 12 months from the date the Grant Agreement is signed by both the recipient and the department. Please refer to the **Grants terms and conditions** section of this document for more information about grant agreements. (Note that time extensions can be negotiated with the department where justified).

## **Eligible projects and activities**

Eligible nature refuge landholders can apply for grant funding for the following land management activities:

- Activities that are wholly within the nature refuge boundary, and/or outside the boundary if it can be demonstrated there will be direct environmental benefit to the nature refuge.
- Control of environmental weeds to rehabilitate native vegetation areas (including biological control methods; declared pest plants, and where legal obligations to control apply).
- Installation of fencing to restrict/exclude stock accessing ecologically significant areas.
  - It is recommended that wildlife-friendly designed fencing be installed.
  - To discuss fencing requirements, applicants are encouraged to contact the department for further information and to discuss options.
- Development and implementation of pest animal or pest plant management plans or programs.
- Revegetation of degraded areas and establishment of vegetation corridors.
- Other activities relevant to conserving and managing the nature refuge's values will also be considered. For example, this may include activities related to fire management, ecological surveys, off-stream stock watering points, erosion control and reducing sediment loss, wildlife monitoring, environmental education/interpretive material.

## **Ineligible projects and activities**

Projects and activities not considered for funding under this round include those that:

- are undertaken on nature refuges owned by Queensland Government agencies or Australian Government agencies
- cannot be demonstrated to provide a clear environmental benefit to the nature refuge
- are not permitted under the conservation agreement for the nature refuge
- are a condition of a development approval, rehabilitation order or an offset requirement under a government offset policy
- are the normal or legal responsibility of the landholder (e.g., maintenance of buildings)
- are deemed to be landscaping for private or scenic amenity.

## Eligible expenses

Costs eligible for NRLG5 funding include:

- hire of specialised equipment essential to complete the project
- minor equipment purchases (for example, mattocks, work gloves, 15L knapsack spray unit)
- purchase of pest plant/animal management equipment (for example, monitoring cameras, drones (purchase of drones is capped at 50% of purchase price))
- purchase of vehicle mounted weed spray unit (capped at 50% of purchase price)
- fuel for landholder's own heavy machinery (for example, grader, dozer), up to 50% of project cost
- purchase of herbicide, surfactants and/or registered dyes
- purchase of native tube stock, stakes and mulch for revegetation (note that plant species will need to be approved by the department prior to planting)
- fees for engagement of suitably experienced and qualified contractors/consultants with an Australian Business Number (ABN)
- fencing which incorporates wildlife-friendly design requirements.

## Ineligible expenses

Costs ineligible for NRLG5 funding include, but are not limited to:

- your own labour or labour provided by friends or relatives (this would contribute to your in-kind contribution)
- purchase of any motor vehicles (registered or unregistered)
- costs of servicing equipment (note that servicing costs can be counted towards your contribution)
- reimbursement of works that were commenced or completed prior to the submission of the funding application
- payment of property or equipment running costs (for example, insurances, permit fees, vehicle registration and property rates)

## Application process

Applicants are required to submit the application and all supporting documentation in full by the submission deadline. All applications must be submitted using SmartyGrants, the department's online grants administration program. Only one grant application per nature refuge will be accepted.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can login using your existing details. The [Help Guide for Applicants](#) explains the steps you need to take to complete and submit your form. If you experience technical difficulties creating an account or completing an online form, contact SmartyGrants on (03) 9320 6888.

By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.

## Application requirements

All applications must include the following:

- A detailed budget outlining a breakdown of item costs for the funding sought and the details of your contribution (in-kind or financial). Refer to the Appendix in this document for an example project budget.
- Detailed quotes for any materials or proposed use of contractors. A copy of the quotes must be attached to the online application. Materials or contractors costing more than \$5,000 (excluding GST) require two quotes to be attached.
- Validation of all in-kind costings (for example, market evidence of materials, equipment and labour costs).
- Evidence of, or commitment to obtain, public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
- A project that has a maximum 12 month timeframe. (Note if further time is required to complete approved projects, extensions can be negotiated with the department).
- A property map clearly defining the location and extent of the project on the nature refuge. Maps can be hand drawn or created using an online program such as [Queensland Globe](#). Contact your local Private Protected Area Program officer if you require assistance. Refer to the Appendix for an example project map.
- The applicant must inform the department if they intend to sell or otherwise transfer the land or part of the land on which the proposed project is undertaken, during the time in which the proposed project is planned to be delivered.

## Tips for a successful project

When planning a project, applicants should ensure:

- you have thoroughly read these guidelines and can meet all **Application requirements** and **Grant terms and conditions**
- project outcomes are clear and well-defined
- the project demonstrates clear environmental benefits to your nature refuge
- the project can be realistically completed within a 12 month timeframe
- there is capacity to maintain the project outcomes once the project is completed.

Please contact the department if you require clarification or have any questions about the application process, or the suitability of your proposed project (**Contact information** can be found on page 13 of these guidelines).



## Assessment criteria

All applications will be assessed on the following criteria:

### 1. Meets the program objective (as outlined on page 5 of these guidelines)

Taking into consideration the extent the application:

- will undertake on-ground activities to protect and enhance the conservation values of the nature refuge
- demonstrates clear environmental benefits to the nature refuge
- demonstrates how the project activities contribute to the long-term conservation of the nature refuge.

### 2. Demonstrates a clear project management approach

Taking into consideration the extent the application:

- clearly details the project's objectives, why the project is important (for example, the scale of the problem seeking to be resolved under the grant and/or the impacts on the nature refuge's environmental values) and likely potential outcomes
- clearly explains the proposed project activities and a detailed and reasonable timeframe (maximum 12 months) to complete the activities
- demonstrates the landholder's capability and capacity for delivering the project scope and in the administration of grant funding
- demonstrates the capacity to manage the project and maintain project outcomes into the future.

### 3. Represents value for money

Taking into consideration:

- the scale of the proposed project and activities versus the funding sought
- cost of the project versus the time and resources requested
- whether there is a landholder contribution of additional financial or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for successful completion of the project
- whether quotes have been provided for contractor costs and any other expenditure items.

Where relevant, an applicant's past performance under another grant program managed by the department—including if there are any outstanding reports or acquittals—will be taken into consideration. This includes any previous projects funded through the Private Protected Area Program (PPAP) for the nature refuge (for example NRLG, Nature Refuge Fire Management Planning grant, NatureAssist, Koala Nature Refuge Program).

## Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment and Science, who is the decision-maker for all funding recommendations.

## Application outcome

All applicants will be advised of the outcome of their submission in writing.

Details including the name of successful applicants, funding allocated, and project location and description, will be published on the Queensland Government website and may be announced through media including social media.

Successful applicants will be contacted by the grants coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of these guidelines).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au)

## Funding availability

Funding is expected to be available from February 2022. Successful applicants will receive funding once both parties have signed the grant agreement and all required documentation has been received by the department.

The approved grant amount will be paid to successful applicants in two instalments: 75% on execution of the grant agreement and the remaining 25% when the project completion report has been submitted by the successful applicant and approved by the department.

## Grants terms and conditions

### Grant Agreements

- Successful applicants must enter into (sign) a grant agreement with the department which outlines the terms and conditions for the funding received.
- The grant agreement is prepared by the department using information provided in the application form and in consultation with the approved recipient.
- The grant agreement will specify the financial and operational requirements of the grant.
- All successful applicants must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties have signed the grant agreement, along with the provision of any additional required documentation to the department.

### Successful applicant process

- The applicant must return the signed grant agreement within four weeks of receiving the draft grant agreement, or the offer may be withdrawn.
- Successful applicants will be required to provide the following documentation prior to release of any grant funding:
  - Evidence of public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the project duration.
  - An invoice to the department for the approved first payment amount which will be stated in the grant agreement.

- A copy of a recent bank statement to confirm the BSB and account details which the recipient is required to include on the invoice submitted to the department.
- Copies of appropriate approvals and permits needed for the funded activities. Projects that involve flora or fauna surveys/monitoring may require permitting under the *Nature Conservation (Protected Areas Management) Regulation 2017*.
- Successful applicants may need to complete a conflict-of-interest declaration prior to the release of any funding.
  - A conflict of interest exists where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with, the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently.
- Changes to the agreed project will require the successful applicant to contact the department and apply for a variation in writing to the department.
  - It is at the absolute discretion of the delegated officer to provide approval.
  - No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- Funds granted must be spent for the purposes stated in the application form and grant agreement.
- Acceptance of a grant payment indicates the recipient's acceptance of all funding terms and conditions in this guideline and grant agreement.
  - Funding may be provided in milestone payments with a final payment withheld until the project has been completed and the department has accepted acquittal documentation.
  - All projects must be completed within 12 months from the signing of the grant agreement.

### **Reporting requirements**

- All grant recipients must complete and submit a completion report within 30 calendar days after the completion date of the project. This report will be provided by the department to recipients during the course of the project.
- Tax invoices or other evidence of expenditure must be provided with the completion report as evidence of all grant fund expenditure.
- All promotional material relating to the project must acknowledge funding from the department.
  - This includes promotional flyers, banners and any other promotional material.
  - The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.
- The applicant must allow departmental officers to conduct site inspections to inspect project progress if requested.
- The applicant must allow departmental officers to use information/images relating to the project, for example, for promotional materials. Applicants will be consulted before images are used for promotional purposes.
- Any fauna or flora data collected through funded projects is to be made available to the department for entry into the department's WildNet database.

### **Announcement of successful applicants**

- Successful recipients are to treat their funding as confidential prior to the announcement by the department of the successful applicants. This means no media or public announcements of the project until the Queensland Government has announced.
- Following the announcement, successful applicants will be listed on the department's website.
- All applicants will be advised of the outcome of their submission in writing.

## **Privacy**

The Department of Environment and Science is collecting personal information in the application form for the NRLG5 panel to assess your application for funding and to prepare a grant agreement, should your application be successful.

All personal information you provide in the application form, including all attachments, will be routinely provided to the following parties for assessing the application:

- other Queensland Government agencies
- external assessment panel members.

Where necessary, information contained in your application may also be provided to the Minister for Environment and Science and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

The department will seek your consent for any uses or disclosures outside of these specific terms. If your application is successful, the following information will be routinely published on the Queensland Government website, and potentially on Queensland Government social media channels:

- the nature refuge's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, please contact the department's [Right to Information Services unit](#) by email [rtiservices@des.qld.gov.au](mailto:rtiservices@des.qld.gov.au)

If you have any questions or concerns regarding the privacy of your personal information, please contact the department's Privacy Services unit by email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au).

## Contact information

Should you have any questions relating to the nature refuge conservation agreement and the suitability of proposed grant activities, please contact the Private Protected Area Program by email at [naturerefuge@des.qld.gov.au](mailto:naturerefuge@des.qld.gov.au).

If you have any questions relating to these guidelines, or the NRLG5 more generally, please contact the grants coordinator by phone (07) 3330 6360 or email [grantsadministration@des.qld.gov.au](mailto:grantsadministration@des.qld.gov.au).

The grants coordinator will be able to provide you with the best advice based on the information provided. All decisions relating to a grant application will be made based on the information contained in that application.

# Appendix

## Example project map

This map was created using the free online application [Queensland Globe](#).



## Example project budget

- A good project budget table will show the itemised breakdown of costs for the grant funding requested and the landholder contribution.
- Quotes and evidence of market value must be attached to your online application to support all costs outlined in the budget table for grant funding requested and landholder contribution.
- Applicants that are not GST-registered may include the GST component as part of their landholder contribution, as demonstrated in [blue text](#) in the below example.

Activity	Grant Funding Requested (GST excl.)	Landholder Contribution	Total Project Cost
Project management (15hrsx\$41.72)	\$0.00	\$450.00	\$450.00
Purchase fencing materials	\$2,000.00	<a href="#">\$200.00</a>	\$2,200.00
Weed control contractor	\$1,000.00	<a href="#">\$100.00</a>	\$1,100.00
Purchase mulch 50m3	\$750.00	\$0	\$750.00
Spread mulch (bobcat)	\$0.00	\$320.00	\$320.00
Weed control (24hrsx\$41.72)	\$0.00	\$720.00	\$720.00
<b>Total</b>	<b>\$3,750.00</b>	<b>\$1,790.00</b>	<b>\$5,540.00</b>