

Disaster Recovery Funding Arrangements

Category D Environmental Recovery Program Tropical Cyclone Jasper

(associated rainfall and flooding 13-28 Dec 2023)

Grant Guidelines - Cultural Steward Support

(Sub-Program E: Environmental and cultural asset steward support, Part ii)

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Science and Innovation.

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1. About the Environmental Recovery Package (ERP)

Far North Queensland was impacted by Tropical Cyclone Jasper 13 – 28 December 2023. Tropical Cyclone Jasper made landfall near Wujal Wujal on December 13. After landfall it weakened to a tropical low, before stalling over western Cape York Peninsula for several days, producing torrential rainfall before dissipating on December 17. The system brought damaging winds, intense rainfall, and storm surges. Impacts were sustained between Cairns and Cooktown (including the Daintree, Mossman, Barron, Bloomfield, Annan, Normanby, Murray, Mulgrave and Herbert River catchments), and extended west to the Upper Mitchell catchment.

The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded initiative between the Australian Government and state and territory (state) governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs. The Environmental Recovery Package (ERP) is part of an exceptional circumstances package funded under DRFA's Category D, recognising the significant impacts from Tropical Cyclone Jasper and associated rainfall and flooding, 13-28 December 2023 (TC Jasper). ERP supports environmental recovery of the affected region, which includes funding to support eligible activities carried out by cultural heritage stewards across areas of northern Queensland significantly impacted by TC Jasper.

The ERP is to be delivered through the following sub-programs:

- Environmental Investigations Program (Sub-Program A)
- Healthy Waters Clean Up and Recovery Program (Sub-Program B)
- Biodiversity and Invasive Species Management Program (Sub-Program C)
- National Park Recovery Program (Sub-Program D)
- Environmental and Cultural Asset Steward Support Program (Sub-Program E) – this guideline

The Department of the Environment, Tourism, Science and Innovation (DETSI, or the Department) is the delivery agency for the ERP. Other State Government Agencies support delivery for some components of the Sub-Programs where this aligns with their operations.

1.1. Cultural Steward Support Program

The objective of the Environmental and Cultural Asset Steward Support Program is to support stewards to address the recovery of impacted environments resulting from the event. This guideline provides information for the Cultural Steward Support component of the sub-program.

For many indigenous communities, the 'environment' is more widely embedded in Country, encompassing all living things and all aspects of the environment, as well as knowledge, cultural practices and responsibilities. The Cultural Steward Support Program (the Program) aims to build more effective partnerships with, and grow capacity of, Traditional Owners in environmental recovery activities on-Country.

The outcomes sought through the Program are:

- foster stewardship and enable First Nations groups to manage the environmental recovery from severe event impacts on-Country, to continue to conserve the area's significant cultural and natural resources and values,
- increase resilience of cultural and natural resources to future events, and
- the protection and management of the environmental values for the benefit of the community and future generations.

A range of activities are supported, including:

1. Local small-scale on-ground projects for clean-up, revegetation, biodiversity conservation activities (for example, threatened species monitoring and recovery) and weed and pest management.
2. Activities that assist recovery of animal and/or plant totems.
3. Activities that build skills and capacity within and across First Nations groups in natural resource management.

Activities are to be led by First Nations groups with support as required by others (such as research institutes, Natural Resource Management Organisations, and community groups).

This Program has been co-designed with First Nations of the impacted region and the Department during Cultural Steward Support engagement sessions (held on-Country in April-May 2025).

2. What areas are included and who can apply?

2.1. What areas does the Program include?

Projects are to be located within the Program area, which includes the below Local Government Areas:

- Cairns Regional Council
- Cassowary Coast Regional Council
- Cook Shire Council
- Douglas Shire Council
- Hope Vale Aboriginal Shire Council
- Mareeba Shire Council
- Tablelands Regional Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

2.2. Who can apply?

The Cultural Steward Support Program is open to:

- Indigenous Land and Sea Rangers
- Indigenous corporations incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cwlth).

Details on how to apply is set out in Section 4 How do I apply?

3. How will the Program work?

3.1 Program end date

All project activities and expenditure must be complete by **31 December 2026**.

It is important to note, if a delivery partner contracted under a Grant Agreement fails to deliver on all milestones of a project, including the Department having received the final invoice, by 30 June 2027, they may be required to cover the total eligible project costs.

3.2 What types of projects are included and how will these be delivered?

The Program will be delivered via two pathways:

- Pathway 1 - Local “boots ready” projects, and
- Pathway 2 - Training and capacity building.

The types of activities are different for each Program pathway.

The types of projects identified below are examples and do not exclude other projects that could be included under the Cultural Steward Support. If in doubt, the Department will seek clarification with the Queensland Reconstruction Authority (QRA) on eligible DRFA expenditure.

Some examples of projects that were identified during the Cultural Steward Support engagement sessions (held on-Country in March-April 2025) are set out in Appendix 1. The activities identified do not form a complete list but are useful to start a conversation with your Mob.

Pathway 1 – Local “boots ready” projects

Local “boots ready” projects are small-scale on-ground projects that may include activities such as clean-up, revegetation, biodiversity conservation activities (for example, threatened or endemic species monitoring and recovery), recovery of animal and/or plant totems, weed and pest management, and inter-generational cultural knowledge transfer activities (including on-Country workshops or camps) that facilitate healing and building resilience of Country.

These projects will be delivered through a grants program, with applications submitted to the Department through the online SmartyGrants portal and assessed by a project selection panel on a merit basis. The project selection panel will make recommendations to the DRFA ERP TC Jasper Assessment Panel for endorsement, which will then be reviewed by the Department’s Director-General for approval.

Collaborations or partnerships working between one or more groups is supported, the relationship between the groups and how this will operate in delivering the project will need to be described in the application.

Proposals for revegetation and biodiversity conservation projects will be required to follow appropriate standards and guidelines which must be considered in developing the application where relevant (refer Appendix 2).

Pathway 2 – Training and capacity building

Training and capacity building activities will be delivered across groups in a collaborative format to ensure cost effective delivery and to maximise the opportunity for attendance across the Program area. That is, for several groups to identify a shared training need and collaborate to submit one application for training (for example, drone operations and monitoring, non-toxic feral pig management, eDNA sampling training or water quality monitoring) The Department will coordinate with the groups to develop a collaborative application and liaise with a training provider to coordinate delivery.

Training providers may include private training providers¹, tertiary education providers (for example, TAFE or universities), Land and Sea Rangers groups², or government providers (including water utility providers).

There is also the opportunity to contribute to the development of a data management system or application that will assist in natural resource management operations and activities through:

- supporting attendance to the [Indigenous Datathon](#), and/or
- extending on a project identified through the Datathon to develop a data management system or application that can be deployed as a live product for use by groups.

Training and capacity building projects will be delivered through an initial Expression of Interest (EoI) to identify priorities across the Program area (refer Section 2.1 What areas does the Program include?). Once priorities have been identified, the Department will connect with relevant groups, training and/or the Indigenous Datathon providers, to investigate costs and logistics involved in the delivery of the activities and determine viability (within the Program Guidelines and budget). If the project is viable and cost-effective, the Department will coordinate with the groups to develop a collaborative application and liaise with the training provider to coordinate delivery. A project lead will need to be identified from the groups that are collaborating, who will be authorised to act as project administrator and liaise directly with the Department. An application will need to be submitted to the Department through the online SmartyGrants portal.

The purpose of the EoI will be to identify:

- training priorities and possible training providers, or
- interest in attending the Indigenous Datathon³ and the need to provide support for individuals to attend⁴, this will include reasonable accommodation, meals and transport costs in line with relevant Queensland Government directives for domestic travel.

¹ Preference for First Nations providers, particularly those supported through the Deadly Innovations Strategy, where possible.

² Where the Land and Sea Ranger group has the appropriate qualifications and/or experience to deliver training sessions.

³ The Datathon is a free event for participants, traditional owners, tech experts and students. If you would like to take part in this incredibly human adventure, you can register your interest here: [Submit your interest here — Indigenous Australian Datathon](#)

⁴ Evidence of registration, and later, conformation will be required.

3.3 What project costs can and cannot be paid for by the Program?

Project costs that the Department will pay for (fund) will be capped at the amount agreed through the Grant Agreement (the agreed funding amount). Project costs that can be funded under the Program will be set out in the Grant Agreement, with costs required to be directly related to and reflect the project activities and timeframes. Evidence for actual costs will need to be provided, and it will need to be shown how these relate to the project, that the costs are reasonable and reflect the project timeframes. The below list includes some examples of project costs that can be included:

- contractor or specialist services costs
- relating to Biodiversity Conservation projects, the provision of training in identification, handling and monitoring methodologies and proven threat mitigation techniques
- purchase of materials and consumables (for example, personal protection equipment, fuel, herbicide and plant tube stock)
- purchase of materials and low-cost items required to complete activities where hiring is not a feasible option (for example, hardware tools and minor equipment such as trail sensor cameras)
- purchase of native tube stock, stakes and mulch for revegetation
- hire of plant, equipment, and vehicle / boat hire and operating costs (such as fuel) only where directly related to project activities
- project management and overhead costs capped at no more than 20% of the total agreed funding amount.

Not all project costs can be included, some examples are set out below (for a more detailed list refer to Appendix 3):

- feasibility studies and costs of preparing the Grant Application
- purchase of new assets, core business equipment, or property (and property maintenance activities except for weed and pest management)
- legal costs
- repair of public or private infrastructure including roads
- grazing land soil conservation
- temporary works
- landscaping for private or scenic amenity
- commercial activities and profit margins
- excessive⁵, non-specific / indirect project management and overhead costs or those not associated with the activity
- payment of employees for work not directly related to the approved project
- activities or works that do not relate to impacts from the TC Jasper severe weather event.

Project costs cannot be claimed for activities or works that are being funded by another initiative or funding source.

⁵ More than 20% of the project costs (i.e. where the project cost include operational, materials and plant but not including project management and administration or overhead costs)

The Applicant will be responsible for project costs that:

- cannot be included (are ineligible), or
- go over the agreed funding amount, or
- are completed after the Program end date (30 June 2027), or
- are the total eligible project costs where a delivery partner contracted under a Grant Agreement fails to deliver on all milestones of a project, including the Department having received the final invoice, by 30 June 2027

(that is, the Department will not pay the Applicant for these costs).

Further information on approved funding and project management and overhead costs, and a more detailed list of eligible costs and ineligible costs under the Program, is set out in Appendix 3.

It is important that you read and understand the costs that can and cannot be funded through this Program (refer Appendix 3).

4. How do I apply?

The way that you need to apply is different for each Program Pathway, information on how to apply is set out below.

You can apply under both Pathways (for example, one application for a local “boots ready” project and another for capacity building and training activities).

You can submit more than one application for each of the Program Pathways (for example, you might have identified more than one local “boots ready” project or be interested in more than one training or capacity building activity). If you have more than one local “boots ready” project, it might be worthwhile getting in touch with the Department and we can discuss which of your projects would fit best, or there may be other funding options available. We can also give advice on how you could submit multiple projects.

Note that the total amount of funding available for the Program is capped at \$1million (excluding GST), so it is likely that not all applications will be approved for funding. If you are submitting more than one application, it is a good idea to identify which one is more important and should be considered first.

4.1 Applications for Pathway 1 – Local “boots ready” projects

To apply for funding under Pathway 1 for a local “boots ready” project, you will need to:

Step 1 – Submit an application through the online SmartyGrants portal.

<https://des.smartygrants.com.au/TCJasper-CulturalStewardsSupport-Pathway1>

The information that you need to provide includes the following:

- the proposed project location / site(s) - please provide the site address, location map and coordinates, and Local Government Area (refer Section 2 What areas are included and who can apply?)
- confirm that you are eligible to apply, include details of corporation membership, governance structure and how the corporation represents the relevant Traditional Owner group⁶ (refer Section 2 What areas are included and who can apply?)
- a project plan to include:
 - a description of the proposed project and activities, and how this reflects the Programs outcomes and activities (refer Sections 1.1 Cultural Steward Support Program, and 3.2 What types of projects are included and how will these be delivered?)
 - Address identification of the cultural or environmental assets and values of the location
 - description of the impact resulting from TC Jasper and how the proposed project will contribute to the recovery of the impact
 - outcomes sought / expected from the project
 - photos (geo-referenced with notation of relevant geographic coordinates) of impacted location/site(s), note that this may include photo points that will be used for potential project monitoring, evaluation and review (that is, ongoing site monitoring)

Note: A template for a ‘Plan on a page’ is provided in Appendix 4

⁶ This may include a letter of consent/support from either a Registered Native Title Body Corporate (RNTBC), registered native title claimants, or recognised Council of Elders to ensure culturally appropriate engagement and respect for Country.

- an itemised budget for the costs associated with the proposed activities (including quotes where available) using Project Details Form template provided in Appendix 4
- the budget should identify costing of project management and overhead expenses required to administer the project (capped at no more than 20% of the total approved funding amount)
- a Project Schedule (timeframe for implementing the activities/works) identifying key milestones and deliverables, a template is provided in Appendix 4
- identification of relevant stakeholders and parties that are required to be involved to successfully deliver the project and how you will manage engagement with these groups⁷, a guide to identifying the level of stakeholder engagement is provided in Appendix 4
- if the site has been previously treated (for example, what was done, when, and how well the previous works mitigated impacts before these recent events)
- advice of co-benefits that the project may achieve, such as improving ecosystem resilience.

Applications will be assessed by a Department project selection panel, on a merit basis. Applications will initially be short-listed based on the information provided in the SmartyGrants application and a rapid review against the assessment criteria (see below Section 4.5 What criteria will applications be assessed against?). Applications that are determined to be generally compliant will progress to Stage 2. In the case that the Program is under-subscribed, the Department may seek additional information or clarification for proposed projects that were initially not taken forward to Stage 2.

Step 2 – Project pitch. For applications that are short-listed and determined to be generally compliant, the Applicant will be invited to pitch their proposed project to the Department project selection panel with discussion based on the application detail (set out above) and the assessment criteria. The pitch and discussion are likely to be online via Microsoft Teams.

Step 3 – Project funding recommendations put forward for endorsement. The project selection panel will make funding recommendations to the DRFA ERP TC Jasper Assessment Panel for endorsement, which will then be reviewed by the Department's Director-General, who is the decision-maker for all funding recommendations.

4.2 Applications for Pathway 2 – Training and capacity building

To apply for funding under Pathway 2 for training and capacity building activities, you will need to:

Step 1 – Submit an Expression of Interest.

<https://des.smartygrants.com.au/TCJasper-CulturalStewardsSupport-Pathway2>

Training and capacity building opportunities are to be put forward by groups through an Expression of Interest (EoI) to be submitted through the online SmartyGrants portal Pathway 2 – Training and capacity building: Expression of Interest. This will allow for identification of priorities across the Program area (refer Section 2 What areas are included and who can apply?).

The information that you need to provide includes the following:

- the proposed location for the activity - please provide the site address, location map, and Local Government Area (refer Section 2 What areas are included and who can apply?)

⁷ Relevant stakeholders and other parties may include Elders, First Nations groups, landholders, community and/or environmental groups or organisations, Local Government Authorities, subcontractors, volunteers, etc.as appropriate.

- confirm that you are eligible to apply, include details of corporation membership, governance structure and how your corporation represents the relevant Traditional Owner group⁸ (refer Section 2 What areas are included and who can apply?)
- identification of a proposed Provider (refer Section 3.2 What types of projects are included and how will these be delivered?)
- number of people being put forward for the proposed activities
- approximate cost of the proposed activities per person or session (and how many people included in a session)
- a description of the proposed activities, and how this reflects the Programs outcomes and activities (refer Sections 1.1 Cultural Steward Support Program, and 3.2 What types of projects are included and how will these be delivered?)
- identification of the cultural or environmental assets and values addressed through the proposed activities
- how the proposed activities will contribute to the recovery from impacts resulting from TC Jasper
- outcomes sought / expected from the proposed activities.

Step 2 – Identification of training and capacity priorities. Training and capacity building activities will be prioritised based on the overall demand across the Program area, accessibility, the level to which the proposed activities reflect the Programs outcomes and activities (refer Sections 1.1 Cultural Steward Support Program, and 3.2 What types of projects are included and how will these be delivered?), and value for money. Once training and capacity building activities have been prioritised, the Department will liaise with relevant groups and the training and/or Indigenous Datathon providers (the Provider) to further investigate costs and logistics involved in the delivery of the proposed activities and determine viability (within the Program Guidelines and budget).

Step 3 - Development of a collaborative project application. If the project is determined to be viable and cost-effective, the Department will coordinate with the groups⁹ to develop a collaborative application. A project lead will need to be identified from the groups that are collaborating on the project, who will be authorised to act as Project Officer to administer and liaise directly with the Department. An application will need to be submitted to the Department. The information that will need to be provided at this stage will include the following:

- a project plan to include:
 - confirmed number of people being put forward for the proposed activities
 - cost of the proposed activities per person or session (and how many people included in a session)
 - a description of the proposed activities, and how this reflects the Programs outcomes and activities (refer Sections 1.1 Cultural Steward Support Program, and 3.2 What types of projects are included and how will these be delivered?)
 - identification of the cultural or environmental assets and values addressed through the proposed activities
 - how the proposed activities will contribute to the recovery from impacts resulting from TC Jasper
 - outcomes sought / expected from the proposed activities

Note: A template for a 'Plan on a page' is provided in Appendix 4
- an itemised budget for the costs associated with the proposed activities (including quotes where available) using Project Details Form template provided in Appendix 4
- the budget should identify costing of project management and overhead expenses required to administer the project (capped at no more than 20% of the total approved funding amount)
- a Project Schedule (timeframe for implementing the activities/works) identifying key milestones and deliverables, a template is provided in Appendix 4

⁸ This may include a letter of consent/support from either a Registered Native Title Body Corporate (RNTBC), registered native title claimants, or recognised Council of Elders to ensure culturally appropriate engagement and respect for Country.

⁹ In the case where not all training and capacity building activities can be supported, where Program budget allows, the Department will notify groups whose activities were not short-listed to see if they would like to participate in the short-listed project(s).

- identification of relevant stakeholders and parties that are required to be involved to successfully deliver the project and how engagement will be managed¹⁰, a guide to identifying the level of stakeholder engagement is provided in Appendix 4.

The Department project selection panel will review the application to ensure compliance with the Program selection criteria (see below Section 4.5 What criteria will applications be assessed against?).

Step 4 – Project funding recommendations put forward for endorsement. The project selection panel will make funding recommendations to the DRFA ERP TC Jasper Assessment Panel for endorsement, which will then be reviewed by the Department’s Director-General, who is the decision-maker for all funding recommendations.

4.3 SmartyGrants

Applications are to be completed and submitted via the online SmartyGrants portal at <https://des.smartygrants.com.au/>.

You will need to register before making an online submission, and applications can be started straight after registering. Registration allows secure access to your forms allowing you to save and return to work on them over time rather than having to complete them all at once.

Submissions are open when the Program is listed under the ‘Current Rounds’ heading on the SmartyGrants website. Details of the application process can be found by selecting the ‘Cultural Stewards Support Program’. You can also preview or download the application form before you start your submission so that you can review the information that is required.

4.4 When do I need to get my application in by?

Applications and Expressions of Interest (EoIs) will:

Open at 9:00AM Wednesday 15 October 2025 (AEST), and

Close by 4:00PM Friday 14 November 2025 (AEST).

Any questions should be directed to the Department’s Project Officer by 4:00PM Thursday 23 October 2025 (AEST).

The Department will hold an information session (online via MS Teams) about the Grant Program and process, this will also include a question-and-answer session. Please register your interest to attend the information session by emailing the DRFA Team at desdrfa@des.qld.gov.au.

4.5 What criteria will applications be assessed against?

Applications will be assessed against the below Program assessment criterion:

1. The location / site(s) is within the Program area (refer Section 2 What areas are included and who can apply?).
2. The Applicant is an eligible party (refer Section 2 What areas are included and who can apply?).
3. The project and its activities reflect the Programs outcomes and activities (refer Sections 1.1 Cultural Steward Support Program, and 3.2 What types of projects are included and how will these be delivered?).

¹⁰ Relevant stakeholders and other parties may include Elders. First Nations groups, landholders, community and/or environmental groups or organisations, Local Government Authorities, subcontractors, volunteers, etc.as appropriate.

4. The outcomes will improve the resilience of environmental or cultural assets to resist impact and recover from future disaster events and/or build skills and capacity within and across First Nations groups in natural resource management.
5. The project incorporates engagement with relevant regional stakeholders.
6. The project presents value for money.

4.6 How will I know if my application is successful?

All Applicants will be advised of the outcome of their submission in writing, after the funding is approved and an official Government announcement made by the Department.

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

The Department will contact successful Applicants regarding funding arrangements, Grant Agreements and other documentation or approvals that may be required.

Unsuccessful Applicants can request feedback on their application by emailing desdrfa@des.qld.gov.au.

Applicants may lodge an appeal with the Department for any decisions made relating to their grant application by emailing desdrfa@des.qld.gov.au.

4.7 Funding availability

The total amount of funding available for this Program is capped at \$1 million (excluding GST).

No split or cap per Applicant has been placed on either of the available Pathways, this is because of the wide range of activities that could be included, the unknown nature and demand for training and capacity building activities, and to allow for greater flexibility in Program delivery.

Funding is expected to be available from October 2025.

Successful Applicants (Grant Recipients) will receive funding once both parties have signed the Grant Agreement and the Department has received all required documentation.

The Department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the Recipient.

In all cases, the Department will retain a percentage of funds (5%) until the project is complete and financial acquittal declarations and supporting information are accepted.

5. Reporting and governance

5.1 Project communications and management

The Department will assign a Project Officer as the point of contact for the Program.

Successful Applicants (Grant Recipients) are to identify a Project Officer as the point of contact for the Program.

All communications on the successful Project/s will be managed between the Project Officers for the Department and the Recipient. Contact details can be found in Section 5.7 Department contact details.

Specific to Pathway 2, the Department Project Officer will coordinate with the Recipient(s) and Provider to coordinate delivery of the training and capacity building activities.

The approved project will be managed in line with the final Project Plan, Schedule and budget.

5.2 Reporting requirements

Grant Recipients will need to report on project progress and finances. The reporting requirements will be set out in the approved Grant Agreement between the Department and the Recipient.

Quarterly progress reporting will be required within 10 business days after the end of each quarter¹¹, prepared on the template supplied by the Department and submitted through the online SmartyGrants portal. At a minimum, details for progress reporting will include:

- project status and update reflecting milestones and deliverables (to be evidenced by, for example, progress photos)
- project milestones achieved to date
- percentage of project completed
- actual expenditure reported against the approved funding amount
- any emerging issues or forecasted variances in activities, cost or time
- report signed off by a duly authorised accountable officer.

Progress milestone payment claims will be detailed in the Grant Agreement and will be linked to adequate submission of progress reporting and deliverables. A progress claim must be supported by a general ledger and all expenditure related documentation (for example, tax invoices and receipts, payroll statements, timesheets and motor vehicle logs).

Upon project completion, Project Completion Reporting documents are to be prepared (as per the template and scope, which will be supplied by the Department to the Recipient), and will include at minimum:

- financial acquittal completion report
- final project outcomes summary report
- project financial statement.

¹¹ Based on financial years, where Quarter 1 July 01 to September 30, Quarter 2 October 01 to December 31, Quarter 3 January 01 to March 31, and Quarter 4 April 01 to June 30.

Supporting information will also be required to accompany milestone payment claims and Project Completion reporting documents, as per the Queensland Disaster Funding Guidelines (September 2024), including:

- roles/responsibilities undertaken by staff involved in the project/activities
- evidence of expenditure claimed, linked to the initiatives or activities, including:
 - detailed project general ledger or transaction report in editable format (excel spreadsheet .xls preferred) to support all claimed expenditure
 - source documents (for example, tax invoices and receipts and motor vehicle logs) to support every line item
 - breakdown of wages claimed such as payroll report and supporting documentation (that is, payroll statements and timesheets)
 - justification and detailed description of expenditure as required.

All reporting documentation submitted for the Program must be certified by the accountable officer on lodgement.

Additionally, the following may be required:

- site visits or inspections by the Department and/or QRA representatives
- reporting of emerging issues
- adhoc reporting from time to time
- development of case studies or other basic promotional or educational material on the funded projects.

5.3 Record keeping and financial acquittal

All Grant Recipients must keep an accurate audit trail.

There will be several auditing phases of this Program, by the QRA and by the Australian Government following project completion. The auditor will request evidence of expenditure (for example, tax invoices and receipts, payroll statements, timesheets and motor vehicle logs) for randomly selected line items in the project general ledger. Any expenditure that cannot be adequately justified will be deemed ineligible and the costs are to be covered by the eligible Recipient. Project records funded by the DRFA must be available for seven years from the end of the financial year the claim is acquitted by the Australian Government.

The auditing and associated financial acquittal process is as follows:

- the Department will withhold 5% of the Grant value at project completion.
- all project activities and expenditure must be complete by 31 December 2026.
- the Financial Acquittal and Completion Reporting documents for the project/activities listed in the Grant Agreement will be required to be submitted by the Recipient to the Department at project completion and no later than 31 January 2027.
- the Department will review, seek any clarification, and compile the Financial Acquittal and Completion Reporting documents no later than 28 February 2027, for submission to the QRA.
- Following the satisfactory completion of the QRA Compliance Assessment of the projects by 31 May 2027, the Department will request an invoice be submitted for the final 5% of the Grant value (less any adjustments identified from QRA Compliance Assessment for ineligible items and/or underspends). Should the QRA Compliance Assessment not be completed by 31 May 2027, the Department will request an invoice be submitted for the final 5% of the Grant value to enable the final invoice to be received no later than 30 June 2027. Where the total ineligible items and/or underspends identified exceed 5% of the Grant value, the Department will issue an invoice to the Grant Recipient for reimbursement of the ineligible costs and/or underspend.
- Note any activities, expenditure, project management or administration costs incurred after 31 December 2026 will not be eligible for reimbursement.

5.4 Terms and conditions for funding

All funding will be subject to the terms and conditions outlined in the approved Grant Agreement between the Department and the successful Applicant(s) / Recipient (and any other associated subcontracting arrangements).

Upon funding approval, a Project Plan, Schedule, and Monitoring and Evaluation Plan will be required to be developed for each approved project under the Grant Agreement; and will be attached as annexures to the Grant Agreement.

The Department reserves the right to audit grant expenditure related to approved applications at any time throughout the project. Copies of all expenditure evidence (that is, project general ledgers, tax invoices and receipts, payroll statements, timesheets and motor vehicle logs) must be retained by the Recipient.

Any unspent funds must be returned to the Department.

5.5 Privacy disclaimer for Applicants

The Department is seeking applications for the Program from eligible Applicants. Any information collected during these applications will only be accessed and used by authorised employees within the relevant Queensland and Australian Government agencies, the DRFA ERP TC Jasper Assessment Panel, and approved contractors to conduct a program evaluation or audit.

If the applications contain personal information, it will be handled in accordance with the *Information Privacy Act 2009*. Personal information will otherwise not be used or disclosed unless authorised or required by law. For more information on the Department's Privacy Guide, refer to the below link:

[Information Privacy Guide](#)

5.6 DRFA Media and public acknowledgement requirements

Public acknowledgement of joint Australian Government and State Government DRFA assistance is required under Section 32 of the Queensland Disaster Funding Guidelines, September 2024.

The announcement of the successful recipients will occur as a joint media statement unless otherwise agreed by the Australian Government.

Successful recipients must acknowledge DRFA funding contribution in public materials, which includes but is not limited to:

- media releases, social media, posters, advertising and signage associated with the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project.

To comply with this requirement, all public advice and media opportunities (including events and materials) must adhere to the media and public acknowledgement requirements and make reference to the relevant funding source, as being "jointly funded by the Australian and Queensland Governments under the Disaster Recovery Funding Arrangements".

All publications must also include both the State and Australian Government logos and the following disclaimer: "Although funding for this product has been provided by both the Australian and Queensland

Governments, the material contained herein does not necessarily represent the views of either Government.”

Further information on public acknowledgement requirements is available via the below link:

[DRFA media and public acknowledgement requirements | Queensland Reconstruction Authority](#)

Throughout the life of the program, recipients will identify announcement, progress and finalisation of project media opportunities (events and materials). The Recipient is responsible for organisation and drafting of media events and associated materials. The Recipient will communicate these opportunities to the Department Project Officer who will coordinate approvals with QRA. QRA will coordinate with the National Emergency Management Agency as appropriate.

5.7 Department contact details

If you have any further questions on the Program, please contact:

Environmental Disaster Recovery Unit

Department of the Environment, Tourism, Science, and Innovation

Email: desdrfa@detsi.qld.gov.au

Appendix 1. Examples of projects

Some examples of projects that were identified during the Cultural Steward Support engagement sessions (held on-Country in April-May 2025) are set out below. The activities identified do not form a complete list but are useful to start a conversation with your Mob.

Environmental clean-up and rehabilitation

- Clean-up of cyclone debris from cultural sites and tracks
- Native revegetation including traditional foods and/or medicine planting
- Riverbank stabilisation using traditional techniques
- Sediment control and erosion repair

Biodiversity conservation and invasive species control

- Management of feral pigs or weeds
- Protection and recovery of totem species (for example, cassowary and turtles)
- Community-led eDNA sampling and drone monitoring

Cultural heritage and protection

- Cultural land management practices
- Oral history recording
- Mapping and fencing of sacred sites

Skills training and capacity building

- Operational certification and licences such as machinery, weed control, conservation and land management
- Other training opportunities identified, such as drone, water quality, eDNA, species and habitat monitoring
- Data sovereignty and workplace health and safety training
- Junior ranger programs and on-Country education

Appendix 2. Relevant standards and guidelines for revegetation and biodiversity conservation projects

Proposals for revegetation and biodiversity conservation projects will be required to follow appropriate standards and guidelines that must be considered in developing the proposal where relevant, these include but are not limited to:

- Queensland Government Aquatic Ecosystem Rehabilitation Process
[Aquatic Ecosystem Rehabilitation Process \(Department of Environment and Science\) \(des.qld.gov.au\)](https://des.qld.gov.au/aquatic-ecosystem-rehabilitation-process)
- Queensland River Rehabilitation Management Guideline
[Queensland River Rehabilitation Management Guideline \(Department of Environment and Science\) \(des.qld.gov.au\)](https://des.qld.gov.au/river-rehabilitation-management-guideline)
- Queensland Soil Conservation Guidelines, and
- Other relevant standards and best practice guidelines.

It is also expected that engineering works will include Registered Professional Engineer of Queensland (RPEQ) certification for design and 'as-constructed' where appropriate.

Appendix 3. Approved funding, and eligible and ineligible costs

Approved funding and eligible costs

Approved funding under the Program must be delivered in accordance with the DRFA agreement between the Queensland and Australian governments (Queensland Disaster Funding Guidelines, September 2024).

Eligible costs are the total costs of the project as per the Grant Agreement, less any ineligible costs and/or other funding contributions.

Eligible costs are capped at approved funding value and must be directly associated with the delivery of the approved activities under the Grant Agreement. Eligible costs must be directly associated with an eligible activity, completed within the completion timeframe and supported by detailed evidence of the actual expenditure when claiming payments and acquitting the initiative.

Total project costs may include a combination of eligible and ineligible costs. However, the eligible Applicants (Grant Recipients) contracted under Grant Agreements will be responsible for all ineligible costs, as well as eligible project costs over and above the approved funding amount.

The below list identifies some of the common examples of costs that can be claimed, and is not intended to be prescriptive, comprehensive, or exhaustive:

- engaging qualified specialists
- relating to Biodiversity Conservation projects, the provision of training in identification, handling and monitoring methodologies and proven threat mitigation techniques
- contractor costs to deliver eligible project activities or undertake specialist services or activities, including day labour and plant hire costs, due diligence (such as, geotech and site surveys), design, supervision and inspection costs including to gather data on the extent of the impact
- purchase of consumables used in undertaking the eligible project activities (for example, personal protection equipment, fuel, herbicide and surfactants and/or registered dyes)
- extraordinary plant, equipment and vehicle/boat hire and associated operating consumables (such as fuel, oil and maintenance) consumed while undertaking eligible project activities
- purchase of materials and low-cost items required to complete eligible activities where hiring is not a feasible option (for example, hardware tools and minor equipment such as trail sensor cameras)
- purchase of native tube stock, stakes and mulch for revegetation (noting plant species to be approved by delivery agency prior to planting).

Project management and overhead expenses cap

Project management and overhead costs may be claimed by non-government organisations (NGO) and registered not-for-profit (NFP) organisations (with an employee count of 1 -199 employees) when delivering approved projects under a Grant Agreement for a Category D DRFA ERP.

A cap on project management and overhead costs to deliver approved projects of no more than 20% of the total approved cost will be applied. The Department reserves the right to negotiate the final grant allocation with the eligible Applicant.

Please note, the 20% cap is used for estimation purposes to define an upper limit of a reasonable amount for expected project management, administrative and overhead costs directly associated with a project. This amount should be proportional to the complexity of the project and is likely to be less than 20% in many

cases. All operational costs related to the project must be evidenced regarding the expenditure and the direct relation of costs to the approved project.

Overhead costs include but are not limited to:

- corporate service costs
- governance arrangement costs
- reasonable office, operating, and IT costs
- project management and administration costs
- remuneration of temporary technical, professional and/or administrative staff for time directly related to administration and managing delivery of the activities
- statutory fees and charges, and any costs associated with obtaining regulatory or development approvals.

Ineligible activities and costs

Generally, ineligible activities and costs under the Program include:

- works on private or public roads (exclusive of road assets within National Park, Private Protected Areas, First Nation country, or unallocated state land parcels)
- repairing private farm infrastructure, including dams
- grazing land soil conservation
- pre-planning activities, including feasibility studies
- temporary works, other than those required to enable completion of the approved project/activity under a Grant Agreement
- official opening expenses (including permanent signage)
- land and/or building acquisition costs
- costs of activities that are the normal or legal responsibility of the landholder (for example, maintenance of buildings) with the exception of weed management activities that form part of activities approved under a Grant Agreement
- costs of activities that are deemed to be landscaping for private or scenic amenity
- costs of activities that are commercial in nature for a Grant Recipient
- legal expenses
- purchase of core business capital equipment such as motor vehicles, phones, field and office equipment or furnishings
- vehicle leasing, unless directly required for service delivery (and only to that extent)
- profit margins of Applicant / Recipient including (but not limited to) the Applicant's / Recipient's supply or use of plant, labour, or materials
- non-specific or un-supported indirect and overhead costs not associated with the activity or incurred by an applicant not defined as an NGO or NFP above.
- all ongoing costs related to the Recipient's administration, operation, maintenance or engineering of the approved project
- remuneration of employees for work not directly related to the approved project
- costs of preparing the Grant application
- in-kind contributions
- duplication of existing initiatives
- costs that are reimbursable under other funding sources (for example, business continuity and insurance, alternative DRFA relief measures, and costs recouped through sale of salvaged assets)
- costs of works/activities completed prior to the eligible events
- costs of works/activities completed outside the completion timeframe (30 June 2027 unless an extension to the DRFA ERP is granted by QRA and the Australian Government, and the Grant Agreement amended through a Deed of Variation).

The purchase of new assets to undertake eligible activities is generally ineligible. However, where equipment is unable to be hired and must be purchased to meet operational requirements or it is less expensive to purchase, the purchase price less the residual/depreciated value at the end of the operational use may be considered eligible. In such cases, the Department will seek clarification with the QRA.

The above list identifies the most common examples of ineligible activities and is not intended to be prescriptive or comprehensive. If there is any doubt about ineligible projects/activities the Department will seek clarification with the QRA.

Appendix 4. Application templates

This page deliberately left blank.

A4.1 - Plan on a page

Plan on a page: (Project name)		Location / site(s):	
Date:			
Organisation:		Project contact person: <i>(Name, phone number, and email)</i>	
Description of proposed project / activities: Purpose and objectives (of the project / activities) – Impact from TC Jasper and how the proposed project will contribute to the recovery – <ul style="list-style-type: none"> • Id cultural and/or environmental assets and values of the location (that the project will address) – How the project addresses the Program outcomes – How the project fits in with the Program activities –			
Identify any out-of-scope activities:		Key stakeholders: <i>(Id stakeholders and level of engagement)</i>	
Outcomes sought / expected:			
Risks:			
Budget: <i>(breakdown by project stage, activity, item, etc. as relevant)</i> Total funding required – In-kind contribution –			
Timeframes: <i>(Key milestones, deliverables and dates)</i>			

- * Location map and photos (geo-referenced) of impacted location/site(s) can be provided as a separate file(s) or inserted onto next page
- * Quotes for works / activities can be provided as a separate file.

A4.2 - Project details form

DRFA Category D Environment Recovery Program - Project Details Form

DRFA Event	Tropical Cyclone Jasper (associated rainfall and flooding 13-28 Dec 2023) Sub-Program E: Environmental and cultural asset steward support, Part II Cultural Steward Support
Grant Recipient	

Contact Details

Name, Position:	
Phone:	
Email:	

ID	Site Name/s	Site location Town / Suburb	Local Government Area/s that intersect with site location	Site description (e.g. streambank, riparian etc.)	Photo/ Report Ref	GPS Coordinates	Details of impact of event	Details of works / activities to be undertaken

Recovery outcome achieved by the works	Stakeholders consulted	Subcontractors or other organisations to be involved in the delivery of the program	Period undertaken	Plant (excl GST)	Labour (excl GST)	Materials (excl GST)	On-site monitoring and evaluation (excl GST)	Sub-total (excl GST)	Operational expenses* (excl GST)	Estimated total DRFA funding applied for \$ (excl GST)	Partner in-kind (excl GST)
								\$ -		\$ -	
								\$ -		\$ -	
								\$ -		\$ -	
								\$ -		\$ -	
								\$ -		\$ -	

(continued from above)

A4.3 - Project Plan including milestones and schedule form

Project milestones

Disaster Recovery Funding Arrangements Category D Environmental Recovery Program Tropical Cyclone Jasper (associated rainfall and flooding 13-28 Dec 2023) Sub-Program E: Environmental and cultural asset steward support, Part B Cultural Steward Support PROJECT PLAN			
Project Name:			
Project Code:			
Start Date:			
Finish Date: 30 June 2027			
Project site details			
Site location:			
GPS coordinates:			
DRFA funding:	\$ (excluding GST)	Co-contributions (if applicable): By:	
Scope of Works:	Task 1:	Deliverables:	
	Task 2:	Deliverables:	
	Task 3:	Deliverables:	
	Task 4:	Deliverables:	
	Task 5:	Deliverables:	
Add more as needed			
Recovery and resilience outcome expectations:			
Description of monitoring and evaluation tasks:			
NOTE FOR THE ABOVE SECTIONS: Any major earthworks projects must have designs and 'as constructed' certification by a registered RPEQ (where applicable).			
Project Manager			
Name:			
Organisation:			
Role:			
Telephone:			
Email:			
Project Team	Project Design		
	Name:		
	Organisation:		
	Role:		
	On-ground Works		
	Name:		
	Organisation:		
	Role:		
	Monitoring and Evaluation		
Name:			
Organisation:			
Role:			
Project Schedule: Please complete for the project in the "Program Schedule" tab of this spreadsheet.			

Project schedule

Disaster Recovery Funding Arrangements Category D Environmental Recovery Program																											
Tropical Cyclone Jasper (associated rainfall and flooding 15-26 Dec 2023)																											
Sub-Program E: Environmental and cultural asset steward support, Part II Cultural Steward Support																											
PROJECT PLAN																											
	Start	End	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27
Project Name: Logan Creek			1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Project Code: DRFAR2045																											
Task 1:																											
Task 2:																											
Task 3:																											
Task 4:																											
Task 5:																											
Add more as needed																											
Completion and final acquittal	1/06/2027	30/06/2027																									

A4.4 - Guide to identifying the level of stakeholder engagement

The below information provides a guide to identifying the level of stakeholder engagement and methods of engagement.

Step one is to identify your key stakeholders, you can start to list them in a table, an example is provided below. Relevant stakeholders and other parties may include Elders, First Nations groups, landholders, community and/or environmental groups or organisations, Local Government Authorities, subcontractors and volunteers, as appropriate to your area and project / activities.

Once you have identified your key stakeholders, you can use Figure 1 below to determine the impact or influence level of stakeholders so that you can identify appropriate methods of engagement, timings and who is responsible for the engagement activity. The stakeholder influence and impact level indicates the level of engagement. For example, medium influence and impact level stakeholders should be consulted through the project and you should work to build a good working relationship them and respond to any queries, it might be a good idea to have regular meetings with these groups or provide them with regular project updates via email or letter including when you reach important milestones.

Table 1: Stakeholder identification and engagement analysis

Stakeholder	Key contact	Area of responsibility	Stakeholder key issues, interests, concerns and needs	Influence / impact level	Method of engagement	Timing	Project staff responsible
<i>Organisation</i>	<i>Name, Position, and contact details</i>	<i>e.g. Unit Manager, Local Government Authority, landholder, Elder, etc.</i>	<i>e.g. Cultural knowledge transfer and retention, catchment care, etc.</i>	<i>Refer Figure 1</i>	<i>e.g. Regular project meetings, stakeholder learning / working groups, quarterly updates via email or in-person meeting, etc</i>	<i>e.g. Ongoing / key milestones / specific project event (community planting day)</i>	
<i>(Add more rows as needed)</i>							

Impact and influence level of stakeholders

Q1 - Extreme (Collaborate)

Q2 - High (Involve and maintain confidence)

Q3 - Medium (Consult, monitor and respond)

Q4 - Low (Keep informed)

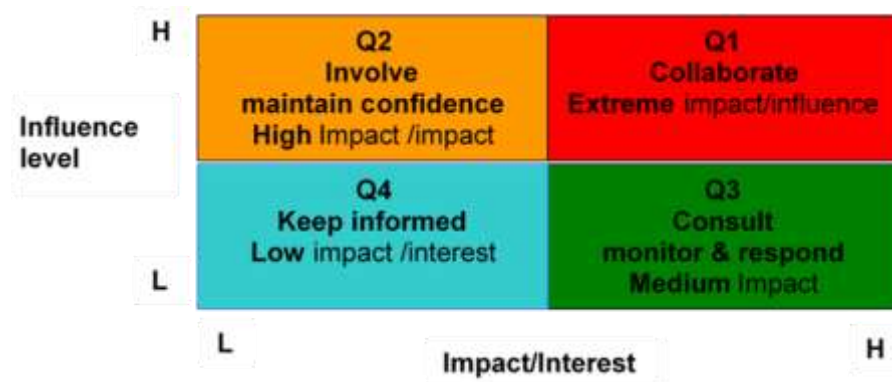


Figure 1 - Stakeholder engagement matrix

Definitions of the impact and influence grid quadrants:

Q1 – COLLABORATE (High impact, High influence) - Stakeholders in this quadrant are highly influential on others and the outputs of our work will have significant impact on their future work processes and behaviours. The possibility of this group disrupting processes/projects is potentially very high. Communication will aim to involve them early, keep or develop them as allies, and will emphasise frequent personal contact and face-to-face communication.

Stakeholder impact/interest means the level of impact of the initiative on the stakeholder group and it can be categorised as:

- Extreme: these stakeholders are directly affected by the activity or outcomes and can / will determine whether the project succeeds or is stopped.

Q2 – INVOLVE AND MAINTAIN CONFIDENCE (Low impact, High influence) - Stakeholders in this quadrant have significant influence over others and therefore have the potential to disrupt the project. Therefore, it is particularly important to anticipate their objections and adverse reactions when planning communications. The change impact on them is lower so there is less need to involve them in day-to-day development and design activities. Rather, they will need to be involved in strategic decisions. Communication should aim to sustain and expand their support, but need not be as resource-intensive or frequent as the previous group as the need for them to change their behaviour is lower.

Stakeholder influence means the level of influence that the stakeholder group can assert on the project and can be categorised as:

- High: these stakeholders are capable of determining the success or otherwise of the project and are either impacted by the projects or its outcome or have a strong interest in the project or its deliverables.

Q3 – CONSULT, MONITOR AND RESPOND (High impact, Low influence) - Stakeholders in this quadrant will be significantly affected by the outputs of our work but have less influence over others and less potential to disrupt the project. Communication should be strongly proactive and pre-emptive, utilising more influential stakeholders from other quadrants, in particular collaborate to influence their acceptance.

Stakeholder influence means the level of influence that the stakeholder group can assert on the project and can be categorised as:

- Medium: the actions of these stakeholders could enhance or disrupt the project and they are moderately impacted by the project or its outcomes or have a medium level of interest.

Q4 - KEEP INFORMED (Low impact, Low influence) - Stakeholders who are neither highly influential nor greatly impacted by the changes but nonetheless have an interest in the outcomes, fall into this quadrant. Minimal communication activities are required, mass communications are usually sufficient and the main aim is to keep them informed to avoid potential problems.

Stakeholder influence means the level of influence that the stakeholder group can assert on the project and can be categorised as:

- Low: the actions of these stakeholders cannot affect or change the project outcomes and they require ongoing updates about project progress but aren't necessarily directly.