

Grant program guidelines

Protecting Queensland's threatened species: Applied research grants 2025



Prepared by: the Grants Administration Unit,
Department of the Environment, Tourism
Science and Innovation.

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The Department of the Environment, Tourism, Science and Innovation acknowledges Aboriginal and Torres Strait Islander peoples as the Traditional Owners and custodians of the land. We recognise their connection to land, sea and community, and pay our respects to Elders past and present.

The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.

Cover image: Spotted-tailed quoll (*Dasyurus maculatus gracilis*) Steve Parish © Queensland Government.

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Disclaimer

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Table of Contents

| | |
|---|----|
| Overview | 4 |
| Guidelines | 5 |
| Program objective..... | 5 |
| Threatened species classifications | 5 |
| Application eligibility | 5 |
| Ineligible applicants..... | 6 |
| Available funding | 6 |
| Applications and GST..... | 7 |
| Project timeframes | 7 |
| Eligible projects and activities | 7 |
| Ineligible projects and activities | 7 |
| Eligible costs | 8 |
| Additional information about project expenses | 8 |
| Ineligible expenses | 9 |
| Landholder permission | 9 |
| Resources..... | 10 |
| Application guidance | 11 |
| Application requirements | 11 |
| Application process..... | 12 |
| Application assessment | 12 |
| Assessment criteria..... | 12 |
| Application outcome..... | 14 |
| Funding availability..... | 14 |
| Grants terms and conditions..... | 14 |
| Announcement of successful applicants | 17 |
| Privacy | 17 |
| Contact information | 18 |

Overview

The Department of the Environment, Tourism, Science and Innovation aims to protect, conserve and showcase Queensland's environment for current and future generations. Protection of our threatened species is key to achieving this goal. To ensure the recovery of threatened species it is crucial our actions are grounded in evidence and we act on facts, knowledge and experience.

The Protecting Queensland's Threatened Species: Applied Research Grants provide funding between \$50,000 and \$150,000 (excluding GST) to partner with eligible recipients on research projects to ensure Queensland has the facts and knowledge of Queensland's threatened flora and fauna species to protect and conserve them for future generations. A total of up to \$1,000,000 in funding is available in this round of grants.

For the purposes of this grants program, threatened species are classified as those listed as threatened under the Queensland *Nature Conservation Act 1992* (NCA) or those that occur in Queensland and are listed as threatened under the Commonwealth Government's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

Projects funded will be those that undertake applied research activities and develop actionable information to assist with the on-ground recovery of one or more threatened species in the wild; this can include on private land, public estate, or at the private-public interface. Projects should be aligned with the Research Prospectus for Queensland Threatened Species and Conservation Estate and may include, but are not limited, to:

- Developing effective methods for mitigating threatening processes.
- Determining interactions between threats, threatened species and threat mitigation actions.
- Developing novel and innovative methods to improve monitoring, threat mitigation and management actions.
- Addressing identified knowledge gaps in threatened species biology and ecology to improve recovery.

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 10am Monday 3 November 2025.

For more information contact grantsadministration@detsi.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. Application information is available on the [Threatened species research grants website](#).

Program objective

This grants program provides funding to eligible recipients to undertake research activities that assist with better environmental stewardship through improving knowledge of Queensland's threatened flora and fauna species and developing actionable information to assist with the recovery of one or more threatened species in the wild.

For research activities, applicants will need to demonstrate (where possible) that these activities are supported by a Recovery Plan, Recovery Action Plan, Conservation Advice, Threat Abatement Plan or, where such documentation does not exist, written advice from the Department of the Environment, Tourism, Science and Innovation (department) Threatened Species Operations unit. Projects may also align with existing threatened species strategies across government.

Threatened species classifications

The NCA regulations and the EPBC Act provide a list of species that have been classified as threatened and listed in the following categories:

- extinct
- extinct in the wild
- critically endangered
- endangered
- vulnerable.

The Protecting Queensland's Threatened Species: Applied Research Grants will focus on those listed as critically endangered, endangered and vulnerable.

Further information [about threatened species under the NCA regulations](#) is available in Schedule 1 of the *Nature Conservation (Animals) Regulation 2020* and Schedule 1 of the *Nature Conservation (Plants) Regulation 2020*.

Further information about [threatened species under the EPBC Act](#) is available on the Australian Government website.

Application eligibility

The following applicants are eligible to apply for a grant in their own right:

- tertiary education institutions administered by the Commonwealth or State
- approved research institutes as defined by the [Australian Taxation Office](#) (ATO)
- properly established incorporated associations (incorporated under the *Associations Incorporation Act 1981*)

- Australian charities registered with the Australian Charities and Not-for-profits Commission (ACNC)
- not-for-profit organisations registered under the *Corporations Act 2001*
- Indigenous corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cwlth)
- Natural Resource Management (NRM) bodies.

Collaborations

Two or more organisations may collaborate on a single project. The applicant organisation must be an eligible organisation and must take the lead on project management, budget and reporting requirements for the duration of the funding agreement activities.

A letter of commitment will be required from the accountable officer of each collaborating organisation which provides details of the organisation's involvement in the project.

Applications that involve collaborations with tertiary education institutions or other approved research institutes are encouraged.

Government agencies and local government authorities may collaborate in support of applications.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- individuals
- statutory bodies and authorities
- Australian Government agencies, other than approved research institutes as defined by the [Australian Taxation Office](#)
- Queensland Government agencies
- political parties or lobbyists
- local government authorities
- schools (government and non-government schools).

Available funding

Applicants may seek funding for grants between \$50,000 and \$150,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor). Tertiary education institutions administered by the Commonwealth or State can receive up to three grants.

Applications and GST

Applicants registered for Goods and Services Tax (GST) will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the ATO.

Where an applicant is not registered for GST the budget may include the GST as a cost component of the grant.

For advice on GST, please seek assistance from the ATO.

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

Project timeframes

Project activities must be completed by 30 June 2029 with all reporting and financial acquittals due 30 days after the project completion date. Please refer to the Grants terms and conditions section of this document for more information about grant agreements.

Eligible projects and activities

Projects funded will be those that undertake applied research activities and develop actionable insights to assist with the recovery of one or more threatened species in the wild and to assist with better environmental stewardship. Projects may include, but are not limited, to:

- Developing effective methods for mitigating threatening processes.
- Determining interactions between threats, threatened species and threat mitigation actions.
- Developing novel and innovative methods to improve monitoring, threat mitigation and management actions.
- Addressing identified knowledge gaps in threatened species biology and ecology to improve recovery.

Ineligible projects and activities

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

- Projects undertaken entirely outside of Queensland, or on species that do not occur in Queensland.
- Projects that do not have a primary aim of undertaking research relating to threatened species or threat mitigation, such as direct on-ground activities including pest control, fire management and planting of vegetation outside of a research context.
- Projects involving translocation and captive breeding of fauna species.
- General land management actions outside of a research framework.
- Devolved grant funding (requests for funding to be provided to an applicant organisation that will then disseminate this funding to other organisations or individuals to complete work).
- Projects which do not have landholder permission to undertake the research on the planned sites at time of application submission. See Landholder permission (p.11).

Eligible costs

Eligible costs must be directly associated with delivering eligible activities above, delivered within the eligible timeframe and include, but are not limited to:

- Purchase of equipment and associated supplies to undertake activities directly related to the grant project.
- Up to 10% of project administration costs directly related to the grant project (e.g. stationery, postage, office supplies and audit fees). This excludes salaries for project administration.
- Fuel (purchase of fuel cards is ineligible).
- Salaries and wages and other employee costs (including salary on-costs such as leave and superannuation).
- Contractor fees where there is a clearly demonstrated need for the contractor's services.
- Hire of vehicle or boats to undertake activities directly related to the grant project, including the hire of organisation-owned vehicles or boats.

Eligible costs must be linked to an eligible activity and must be supported by detailed evidence of the actual expenditure and dates delivered when claiming payments and acquitting the grant and exclude GST.

Additional information about project expenses

Please note the following information when preparing your budget.

Quotes

Applicants must submit two quotes for contractor costs, hire of vehicle or boats and any other expenditure items over \$20,000 (excluding GST) with their application. The quotes will assist the assessment panel to determine the project's value for money. If the applicant is unable to provide two quotes, a justifiable explanation must be provided in the application form as to why two quotes have not been provided.

Applicants seeking funding for salaries and contractors

Applicants seeking funding for salaries and contractors must demonstrate in the application form why these are vital to the completion of the project.

Ineligible expenses

Ineligible expenses include but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer)
- recurrent operational expenses and operational on-costs (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance)
- costs related to the ongoing maintenance of a motor vehicle including but not limited to registration fees, vehicle insurance and repairs and maintenance
- administration costs exceeding 10% of original grant funding
- entertainment, event or celebration expenses
- alcohol/gift cards
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of fuel cards
- purchase of land or buildings
- purchase of a motor vehicle, drone or a boat (motorised)
- school-based curriculum materials
- training expenses
- permits and licences
- consultancy fees.

The above list identifies the most common examples of ineligible costs and is not intended to be prescriptive or comprehensive. If there is any doubt about ineligible projects/activities, please contact the department.

Landholder permission

Private or council land

Organisations seeking to undertake a project on private or council land must obtain written approval to conduct the project from the relevant landholder prior to submitting their application.

First Nations peoples

Applicants are strongly encouraged to consult with and consider collaborating with the Traditional Custodians of the Country on which their project is proposed to occur. First Nations peoples have significant knowledge of Country and can provide valuable depth to projects. Details of consultation undertaken should be included in the application documentation. In the case of research in the Wet Tropics World Heritage Area, researchers are required to follow specified engagement protocols with the Rainforest Aboriginal Peoples.

For further information about the research protocols in the Wet Tropics, you can contact the Wet Tropics Management Authority (WTMA) at wettropics@wtma.qld.gov.au or call (07) 4241 0500.

Queensland Globe (<https://qldglobe.information.qld.gov.au>) includes native title and cultural heritage layers to help locate contact details for the Traditional Custodians of the Country on which a project is located.

Queensland national parks and state forests

Projects can be conducted on Queensland national parks and state forests or private land. Queensland Government agencies are ineligible to apply in their own right but may collaborate in support of an application.

Organisations seeking to undertake a project on a Queensland national park or state forest must obtain written approval to conduct the project from the relevant Principal Ranger, Queensland Parks and Wildlife Service (QPWS), prior to submitting their application. This letter must state the name of the national park/s or state forest/s, list the specific activities involved in the project for which approval is granted and, where applicable, details of QPWS involvement in the project.

Other State land

Organisations seeking to undertake a project on State land must obtain written approval to conduct the project from the relevant Queensland Government agency prior to submitting their application.

Resources

Both the department and the Australian Government Department of Climate Change, Energy, the Environment and Water have information available to help you complete your application.

Threatened species lists

- List of Australian threatened fauna under the EPBC Act <http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=fauna>
- List of Australian threatened flora under the EPBC Act <http://www.environment.gov.au/cgi-bin/sprat/public/publicthreatenedlist.pl?wanted=flora>
- Further information about [threatened species listed under the EPBC Act](#) is available on the Australian Government website.
- [List of Queensland threatened fauna and flora under the NC Act](#)
- Further information about threatened species listed under the NC Act regulations <https://environment.des.qld.gov.au/wildlife/threatened-species/>

Recovery plans

- List of Recovery and conservation plans <https://www.qld.gov.au/environment/plants-animals/conservation/threatened-species/our-work-and-partners/recovery-action-planning-and-programs/recoveryconservation-plans>
- Email the Department of the Environment, Tourism, Science and Innovation - threatened.species@detsi.qld.gov.au

Other information

- The Environment, Tourism, Science and Innovation, Threatened Species <https://www.qld.gov.au/environment/plants-animals/conservation/threatened-species>
- Atlas of Living Australia <https://www.ala.org.au/>
- WildNet <https://www.qld.gov.au/environment/plants-animals/species-information/wildnet>

Application guidance

Applicants will be required to demonstrate how their project will undertake relevant research relating to threatened species.

Where possible, applicants should ensure that their proposed project activities are supported by a Recovery Plan, Recovery Action Plan, Conservation Advice or Threat Abatement Plan. Projects may also align with existing strategies.

Where the proposed project activity is not listed in a threatened species recovery plan, recovery action plan, conservation advice or threat abatement plan—for example when a recovery plan or similar does not exist for a particular threatened species or when appropriate recovery activities are not included in the recovery plan—applicants must ensure that the activity is supported by written advice from the departments Threatened Species Operations unit threatened.species@detsi.qld.gov.au.

It is strongly preferred that applicants also seek expert advice from a recovery team or other species expert to ensure that the planned activities are suitable for the threatened species and that project activities are informed by current scientific knowledge/evidence.

A recovery team is a collaboration of partners who work together to guide the implementation of a recovery plan or a program to protect one or more threatened species. It can be a good source of advice when determining appropriate action for the recovery of a threatened species and may be a useful partner throughout the life of the project.

Details of this expert advice should be provided with the application.

Projects that undertake research that has co-benefits to more than one threatened species will be highly regarded. Where the applications relate to threat/s to a single threatened species, a sound rationale for the single species focus should be supplied.

It is strongly recommended that applicants commence their applications early to enable timely consultation with appropriate experts, expert bodies and other stakeholders.

Successful applicants will need appropriate permits relating to flora and/or fauna. Successful applicants undertaking research into fauna will also need project approval from an Animal Ethics Committee. Further information about permits can be found [here](#).

Application requirements

All applications must include the following:

- Eligibility documentation for your organisation, as follows –
 - Incorporated Association—a copy of the Certificate of Incorporation
 - Registered Charity—a copy of the charity certificate from the Australian Charities and Not-for-profits Commission
 - Not-for-profit organisation (not registered with the ACNC)—a copy of the Certificate of Registration of Company from ASIC and a copy of the organisation's constitution
 - Indigenous Corporation—a copy of the Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation.
- Two quotes for expenses exceeding \$20,000 (excluding GST), or justification of quotation absence
- A letter of commitment from collaborating organisations, this includes confirmation cash and/or in-kind contributions (if applicable)
- Appropriate written landholder permission to undertake the research on the planned sites, must be provided at time of application submission. See Landholder permission (p.11)

- Evidence of currency of [DETSI scientific research permit and authorisation](#) or proof that you have taken action to renew permits and authorisations if they expire prior to the end date of the project
- Financial documentation for your organisation as follows -
 - A detailed budget outlining a breakdown of item costs for the funding sought and the details of your contribution (in-kind or financial)
 - The latest signed, audited financial statement for the organisation or, for organisations without an audited financial statement a balance sheet and income and expenditure statement.

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.

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 assessment

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

Assessment criteria

All applications will be assessed on the following criteria:

1. *Meets the objectives of the Threatened Species Research Grant program—30%*

- This includes the extent to which the proposed project:
 - addresses a knowledge gap relating to the understanding of, and/or recovery and management of, one or more Queensland threatened species in the wild
 - demonstrates how the project activities align with or support an existing recovery plan, recovery action plan, conservation advice, threat abatement plan, other threatened species strategy or scientific evidence for the recovery of threatened species
 - demonstrates that the project aligns with the Research Prospectus for Queensland Threatened Species and Conservation Estate
 - demonstrates that the project has the support of a recovery team and/or species expert/s.

2. *Project design and outcomes—30%*

This includes the extent to which the proposed project:

- provides a sound and detailed methodology and design for the proposed research and provides a detailed and reasonable timeframe to complete the activities
- details how the methodology and analysis will address project aims relating to threat assessment or mitigation
- provides details on the new information, methods, management and recovery approaches etc. expected from the project
- provides new information, methods, management and recovery approaches etc. that are likely to improve the trajectory of the focal threatened species
- provides new information, methods, management and recovery approaches etc. which have co-benefits to more than one threatened species.

3. *Demonstrates a clear project management approach and governance arrangements—20%*

This includes the extent to which the application:

- clearly details the project's objectives, why the project is important, and likely potential outcomes
- demonstrates organisational and project team capability and capacity for delivering the project
- demonstrates commitment from collaborating organisations to delivering the project
- demonstrates consultation and engagement with landholders and Traditional Owners
- clearly details how the project will be monitored and how results will be evaluated and reported.

4. *Represents value for money—20%*

This includes the extent to which the application:

- details the cost of the project versus the resources requested
- whether there is a contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary and adequate for the successful completion of the project
- whether the funding will extend research outcomes funded by previous investment by the applicant or Queensland Government
- whether two quotes have been provided for contractor costs, hire of vehicle or boats and any other expenditure items over \$20,000 (excluding GST).

Where relevant, an applicant's past performance under another grant program managed by the department, including if there are any outstanding reports, will be taken into consideration.

In addition to these criteria consideration will also be given to:

- whether the proposed project's target species include flora or fauna endemic to Queensland and whether the proposed project will have benefit to multiple threatened species
- geographic location of proposed project
- breadth of species across all approved projects.

Application outcome

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

Details, including the name of the 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.

Unsuccessful applicants can request feedback on their application by emailing grantsadministration@detsi.qld.gov.au.

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing grantsadministration@detsi.qld.gov.au.

Funding availability

Successful applicants will receive funding once both parties have signed the grant agreement and all required documentation has been received by the department.

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 a percentage of funds will be retained by the department until project acquittal.

Grants terms and conditions

Applying for the grant

Applicants must provide all required information at the time of submission of their application. Required information is clearly identified in the application form by a red asterisk (*). Failure to submit all required documents may result in your application being deemed ineligible.

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

Applicants must be covered by at least the following insurance:

- public liability insurance of a minimum of \$20 million
- professional indemnity insurance of at least \$1 million
- workers and volunteers under the Queensland *Work Health and Safety Act 2011*.

Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.

A maximum of one grant per successful applicant can be provided: however, more than one application per organisation can be submitted.

Tertiary education institutions administered by the Commonwealth or State can receive up to three grants in total.

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. Project activities cannot commence until both parties have signed the grant agreement and the additional required documents (below) are received by the department.
- 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.
 - Evidence of professional indemnity insurance coverage of at least \$1 million.
 - Certificate of Currency for Work Cover insurance (as required by law) and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable).
 - A copy of a recent bank statement to confirm the BSB and account details of the recipient. This is the account the grant funding will be paid in to.
- Copies of appropriate Departmental and Animal Ethics Committee approvals.
- 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 apply for a variation in writing to the department. This includes, but is not limited to changes in:
 - budget and expenditure
 - changes in project activities including location
 - milestone descriptions and delivery dates.
- 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.
- 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 project activities must be completed prior to 30 June 2029.

Reporting requirements

- All grant recipients must complete periodic progress reporting, as per the department's requirements. This is required at least six-monthly for the duration of the project. This report will be provided by the department to recipients through SmartyGrants and will include:
 - actual expenditure reported against the grant funding
 - percentage of project completed
 - project milestones achieved to date
 - any forecasted variances in activities, cost or time
 - report to be signed off by the authorised accountable officer.
- All grant recipients will also be required to provide a short update at the mid-point between progress reporting.
- All grant recipients must complete and submit a final report and acquittal within 30 calendar days after the completion date of the project. This reporting form will be provided by the department to recipients through SmartyGrants during the course of the project.
- All grant recipients are required to submit threatened species records collected as part of the project as per the department's requirements.
- All grant recipients will be required to maintain full financial records of expenditure relating to the grant (including, but not limited to, profit and loss statement and receipts for expenditure). This documentation must be provided to the department on request.
- Grants will require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the projects completion.
- The applicant must allow departmental officers to use information/images relating to the project for promotional or other purposes. Applicants will be consulted before images are used for promotional materials.
- A condition of the grant agreement will require successful applicants to identify potential media opportunities to promote the project, and flag those with the Department.

Public acknowledgement of the State Government assistance

All recipients must acknowledge the Queensland Threatened Species Research Grant program 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; and
- events that use or include reference to the approved project.

A final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.

For further information regarding funding acknowledgement requirements view the department's website [funding acknowledgement requirements](#) or contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@detsi.qld.gov.au.

Announcement of successful applicants

The Minister will announce successful applicants. Following the announcement, successful applicants will be listed on the Queensland Government website.

All applicants will be advised of the outcome of their application in writing. Successful recipients are to treat their funding as confidential prior to the announcement by the Minister of the successful applicants. This means no media or public announcements of the project may be made until the Minister has announced the outcomes of this funding round.

Privacy

The Department of the Environment, Tourism, Science and Innovation is collecting personal information to assist the grant program assessment panel review funding applications and to prepare a grant agreement, should your application be successful.

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

- Authorised officers from DETSI and other Queensland Government agencies
- Approved external assessment panel members (e.g. industry experts).

Information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, may also be provided to the Minister for the Environment and Tourism and the Minister for Science and Innovation and the minister's members of staff.

If your application is successful, the following information will be published on the Queensland government website and potentially on the social media channels:

- total amount of funding allocated
- project name, suburb location and description
- project recipient.

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.

The 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@detsi.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@detsi.qld.gov.au.

Contact information

If you have any questions relating to grants or these guidelines, please contact the grants coordinator by phone (07) 3330 6360 or email grantsadministration@detsi.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.