



# COMMUNITY **SUSTAINABILITY** ACTION GRANTS

**ROUND 3** | PROTECTING QUEENSLAND'S  
THREATENED SPECIES

#31706



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

© State of Queensland, 2019.

The Queensland Government supports and encourages the dissemination and exchange of its information. The copyright in this publication is licensed under a Creative Commons Attribution 3.0 Australia (CC BY) licence.



Under this licence you are free, without having to seek our permission, to use this publication in accordance with the licence terms. You must keep intact the copyright notice and attribute the State of Queensland as the source of the publication.

For more information on this licence, visit <http://creativecommons.org/licenses/by/3.0/au/deed.en>

### **Disclaimer**

If you need to access this document in a language other than English, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone Library Services on +61 7 3170 5470.

This publication can be made available in an alternative format (e.g. large print or audiotape) on request for people with vision impairment; phone +61 7 3170 5470 or email <[library@des.qld.gov.au](mailto:library@des.qld.gov.au)>.

#31706 – 2019

# Contents

Overview.....	4
Guidelines for applicants.....	5
Program objective – Protecting Queensland’s Threatened Species.....	5
Which species are classified as threatened?.....	5
Which applicants are eligible to apply in their own right? .....	6
Which applicants are eligible to apply with a project sponsor?.....	6
Which applicants are ineligible to apply?.....	7
How much can my organisation apply for? .....	7
Project timeframes .....	7
What projects and activities are eligible? .....	7
What projects and activities are ineligible? .....	7
Projects conducted on Queensland National Parks and State Forests.....	8
Eligible expenses .....	9
Additional information about eligible expenses .....	9
Ineligible expenses.....	10
Important tips for applying for this grant .....	11
Recovery plans and conservation advices.....	11
Recovery teams.....	11
Useful links and other helpful information .....	12
How will projects be assessed?.....	13
Application process.....	14
When will funds be available to successful applicants?.....	14
What if I am not registered for GST? .....	15
Any other questions?.....	15
Required documents.....	16
Privacy statement.....	17
Conditions of these grants .....	18

## Overview

The Community Sustainability Action grants – Round 3: Protecting Queensland's Threatened Species will provide grants of up to \$100,000 (excluding GST) to eligible recipients for on-ground projects which benefit Queensland's threatened flora and fauna species. Up to \$1.5 million in funding is available.

Activities funded will be those which encourage community participation and engagement and may include but not be limited to:

- Habitat improvement and protection activities such as weeding, revegetation and pest animal control
- Fire management
- Fencing
- Flora and fauna surveys and mapping
- Disease management

Projects funded will represent best practice in assisting the recovery of a particular threatened species.

Details regarding eligible applicants and eligible activities are provided in these guidelines. For key program dates, such as when the round opens and closes, please visit [www.qld.gov.au/environment/pollution/funding/community-sustainability](http://www.qld.gov.au/environment/pollution/funding/community-sustainability)

For more information please email [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au) or call the grant program office on (07) 3330 6360.

## Guidelines for applicants

Applicants must read these guidelines in full before applying for funding, and are strongly encouraged to familiarise themselves with the online application form and other supporting documentation before beginning the application. The application form is available at [www.qld.gov.au/environment/pollution/funding/community-sustainability](http://www.qld.gov.au/environment/pollution/funding/community-sustainability)

## Program objective – Protecting Queensland’s Threatened Species

The objective of this grant program is to enable eligible recipients to undertake community-based on-ground activities which protect and benefit Queensland’s threatened flora and fauna.

Funding will only be provided for those species classified as threatened in either the Commonwealth Government’s *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) or in the Queensland Government’s *Nature Conservation Act 1992* (NCA).

Projects funded will be those which have a direct benefit for a species classified as threatened. Project activities must be identified in a threatened species recovery plan, conservation advice or threat abatement plan.

Where a recovery plan, conservation advice or a threat abatement plan does not exist for a specific threatened species, project activities must be based on strong scientific evidence (e.g. in published, peer review papers).

Applicants will need to detail the case for how protection and benefit to threatened species will be demonstrated. It is preferable that applicants seek technical/scientific advice regarding their proposed project activities from a Recovery Team or another appropriate species expert.

## Which species are classified as threatened?

The Commonwealth Government’s *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Queensland Government’s *Nature Conservation Act 1992* (NCA) provides a list of species which have been classified as threatened.

Under the EPBC Act, the following threatened flora and fauna categories are eligible:

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

Further information regarding threatened species under the EPBC Act can be found here: <http://www.environment.gov.au/biodiversity/threatened/species>

Under the NCA, threatened species are listed in the following categories:

- extinct in the wild
- endangered
- vulnerable

Further information regarding threatened species under the NCA can be found here:  
<https://environment.des.qld.gov.au/wildlife/threatened-species/>

## **Which applicants are eligible to apply in their own right?**

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

- 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)
- Tertiary education institutions administered by the Commonwealth or State

## **Which applicants are eligible to apply with a project sponsor?**

The following are eligible to apply for a grant with a project sponsor:

- Unincorporated organisations
- Unregistered charities and not-for-profit organisations

Project sponsors must be one of the following organisations:

- An organisation eligible to apply for funding in their own right;
- A regional Natural Resource Management body;
- Schools (government and non-government schools); or
- A local government authority

Project sponsors take full responsibility for the legal and financial accountability of the project, including signing the grant deed and/or any declarations and are required to approve all project related reporting. They are required to provide evidence of insurance for the lifetime of the grant period.

A letter from the project sponsor signed by an accountable officer must be included with the application which specifies that the organisation is willing to be the sponsor for the duration of the project.

Project sponsors are not able to financially benefit from the grant funding by seeking, for example, project management fees.

## **Which applicants are ineligible to apply?**

Ineligible applicants include the following:

- Individuals
- Statutory bodies and authorities
- Australian government agencies
- State government agencies
- Political parties or lobbyists
- Local government authorities (other than as a sponsor)
- Schools (government and non-government schools) (other than as a sponsor)
- Regional Natural Resource Management (NRM) bodies (other than as a sponsor)

## **How much can my organisation apply for?**

Applicants may seek funding for grants up to \$100,000 (excluding GST).

A successful organisation will not receive more than one grant per round of the program (other than as a sponsor).

## **Project timeframes**

Projects must be completed within three years from execution of the Grant Deed.

## **What projects and activities are eligible?**

Funding will be provided for on-ground projects which engage the community and benefit Queensland's threatened fauna and flora. Eligible activities include but are not limited to:

- Habitat enhancement and protection activities such as weeding, revegetation and pest animal control
- Fire management
- Fencing
- Flora and fauna surveys and mapping
- Disease management

## **What projects and activities are ineligible?**

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

- projects undertaken outside of Queensland
- the relocation of any plant or animal
- captive breeding of a species
- projects that do not have a primary aim of benefiting a threatened species, such as installation/upkeep of public amenity, the installation of public art, statues, park benches, picnic tables or sun dials, planting of ornamental plants, landscaping, laying turf
- academic research projects
- construction of buildings, seawalls, bridges, car parks or roads
- devolved grant funding (requests for funding to be provided to an applicant organisation who will then disseminate this funding to other organisations or individuals to complete work)

## **Projects conducted on Queensland National Parks and State Forests**

Projects are able to be conducted on Queensland National Parks and State Forests. However, State Government Agencies are ineligible to apply in their own right or act as a sponsor.

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 Queensland Government agency prior to submitting their application. This letter of approval must specify and approve project activities involved in the project.



## Eligible expenses

Eligible expenses include, but are not limited to:

- purchase and installation of irrigation systems
- purchase of chemicals, soil and compost, trees and seedlings and tree guards
- purchase and installation of fencing material
- purchase of equipment and associated supplies to undertake pest control activities
- purchase of other equipment and associated supplies to undertake activities related to the grant project
- purchase of personal protective equipment (PPE) and tools to undertake activities related to the grant project
- purchase of catering for volunteers participating in working bees
- capital works (supported by technical advice) for environmental benefits
- project administration directly related to the administration of this grant project (e.g. stationery, postage, office supplies, fuel and audit fees). Up to 10%. Excludes salaries for project administration
- salaries and wages and other employee costs
- contractor fees where there is a clearly demonstrated need for the contractor's services.

### **Additional information about eligible expenses**

Please note the following information when preparing your budget.

#### **Quotes**

Applicants must submit two quotes for contractor costs and any other expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel 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**

It is preferable that the majority of project activities are completed by volunteers. However, it is acknowledged that some activities cannot be completed by volunteers and that contractors must be engaged to complete certain components of the work.

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

#### **Applicants seeking funding for capital works**

Applicants seeking funding for significant capital works including contour banks, diversion banks, and levees are required to seek professional technical advice prior to submitting the application. This advice must be provided with the application.

## **Ineligible expenses**

Ineligible expenses include, but are not limited to:

- contingencies
- insurances (e.g. public liability, volunteer)
- recurrent operational expenses (e.g. electricity, office rent/leases, rates, water rates, vehicle registration, office equipment hire and maintenance)
- administration costs which exceed 10% of original grant funding
- entertainment, event or celebration expenses
- alcohol
- gifts/sponsorship/membership fees
- purchase of uniforms
- purchase of land or buildings
- purchase of a motor vehicle or a boat
- fees related to attending conferences, workshops and events
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses
- permits and licences
- weather monitoring stations
- signage
- consultancy fees

## Important tips for applying for this grant

Applicants will be required to demonstrate how their project represents best practice in regards to protecting a specific threatened species.

Where possible, applicants should ensure that their proposed project activities align with the activities identified in a threatened species recovery plan, conservation advice or threat abatement plan.

In instances where the proposed project activity is not listed in a threatened species recovery 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 strong evidence (e.g. a scientific paper).

It is highly preferred that applicants also seek 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. Details of this advice should be provided with the application.

Contact details for Recovery Teams can be accessed on the Department's website. Where a Recovery Team does not exist and species expert cannot be identified, applicants should:

- If the matter relates to threatened fauna; email the Department's Threatened Species Unit for advice - [threatened.species@des.qld.gov.au](mailto:threatened.species@des.qld.gov.au)
- If the matter relates to threatened flora; email the Queensland Herbarium for advice – [queensland.herbarium@des.qld.gov.au](mailto:queensland.herbarium@des.qld.gov.au)

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

## Recovery plans and conservation advices

Recovery plans are prepared or adopted under the Commonwealth Government's *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act) and are documents stating the research and management actions necessary to stop the decline, support the recovery, and enhance the chance of long-term survival in the wild of threatened animal or plant species.

Conservation advices are developed when a species is listed as threatened under the EPBC Act. A conservation advice provides guidance on recovery and threat abatement activities that can be undertaken to ensure the conservation of the threatened species.

## Recovery teams

A recovery team is a collaboration of partners with the aim of implementing a recovery plan or a program to protect one or more threatened species. They 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.

## Useful links and other helpful information

Both the Queensland Department of Environment and Science and the Commonwealth Department of the Environment and Energy has 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>
- Information regarding Queensland's threatened species. This webpage contains links to lists of Queensland's threatened flora and fauna classified as 'extinct in the wild', 'endangered' and 'vulnerable' – <https://environment.des.qld.gov.au/wildlife/threatened-species/>

### Recovery plans, conservation advices and threat abatement plans

- Conservation advices and recovery plans by NRM region - <http://www.environment.gov.au/cgi-bin/sprat/public/conservationadvice.pl>
- Recovery plans for Queensland's threatened species can be found here – [https://environment.des.qld.gov.au/wildlife/threatened-species/recovery\\_conservation\\_plans.html](https://environment.des.qld.gov.au/wildlife/threatened-species/recovery_conservation_plans.html).
- Recovery plans can also be found on the Commonwealth Department of the Environment and Energy's website – <http://www.environment.gov.au/cgi-bin/sprat/public/publicshowallrps.pl>
- List of threat abatement plans – <http://www.environment.gov.au/biodiversity/threatened/threat-abatement-plans/approved>

### Recovery teams

- List of Recovery Teams and their contact details – [https://environment.des.qld.gov.au/wildlife/threatened-species/recovery\\_conservation\\_plans.html](https://environment.des.qld.gov.au/wildlife/threatened-species/recovery_conservation_plans.html)

### Other information

- Atlas of Living Australia – <https://www.ala.org.au/>
- Email address for the Department of Environment and Science's Threatened Species Unit – [threatened.species@des.qld.gov.au](mailto:threatened.species@des.qld.gov.au)
- Email address for the Queensland Herbarium – [queensland.herbarium@des.qld.gov.au](mailto:queensland.herbarium@des.qld.gov.au)

## How will projects be assessed?

All applications will be assessed by an Assessment Panel comprised of Queensland Government employees and external representatives with relevant expertise.

Projects will be assessed on the following criteria:

### **Meets the objectives of the program.**

This includes the extent the proposed project:

- will provide a direct on-ground benefit for a Queensland threatened species.
- demonstrates how the activities are aligned with a recovery plan, conservation advice, a threat abatement plan, or scientific evidence that the project supports the recovery of a species and has the support of a recovery team or species expert.
- demonstrates how the project represents best practice

### **Demonstrates a clear project management approach and governance arrangements**

This includes the extent the application:

- clearly details the project's objectives and likely potential outcomes
- provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities
- demonstrates organisational capability and capacity for delivering the project
- provides a commitment to maintain the project deliverables beyond the life of the project.

### **Represents value for money**

This includes:

- the scale of the project and activities versus the funding sought
- the contribution of additional cash or in-kind support
- whether the funding sought, and individual line items identified in the budget, are necessary for the successful completion of the project
- whether two quotes have been provided for contractor costs and any other expenditure items over \$5,000 (excluding GST).

### **Encourages community engagement in the protection of Queensland's threatened species**

This includes the extent the project will increase community participation in project activities.

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.

## **Application process**

Applicants are required to submit the application and all supporting documentation in full by the time and date the round closes.

No extensions will be provided.

Applications will be assessed by an assessment panel consisting of Queensland Government employees and external representatives. Based on their assessment, the Assessment Panel will make funding recommendations to the Director-General, Department of Environment and Science. The Director-General is the decision maker for all funding recommendations.

All applicants will be advised of the outcome of their submission by mail. Details including the name of successful applicants, funding allocated, location of the project and a description of the project will be published on the department's website and may be announced through media including social media.

Successful applicants will be contacted by the Grants Coordinator regarding funding arrangements, Grant Deeds and other documentation/approvals that may be required to be provided (refer to the 'Required documents' section).

All decisions are final. Applicants not granted funding can request feedback on their application by emailing [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

## **When will funds be available to successful applicants?**

Funding is expected to be available from October 2019, pending signing by both parties of a grant deed, and the provision of all required documentation to 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.

If an applicant has been successful in applying for a Community Sustainability Action grant in a previous round, funding may not be provided until previous projects have been completed and acquitted.

## **What if I am not registered for GST?**

Applications from organisations not registered for GST will not be prejudiced. A grant of more than \$100,000 will not be provided for a project. Applicants not registered for GST should account for any GST costs in their budget as no additional funding will be provided by the department to account for these costs.

Registering for GST is free. Non-registered organisations should seek advice from the Australian Tax Office on this matter. More information can be found at:  
<http://www.ato.gov.au/Business/GST/>.

Applicants which are not registered for GST are strongly encouraged to contact the Grants Coordinator to discuss their budget by telephone on (07) 3330 6360.

## **Any other questions?**

If you have any questions relating to these guidelines or if you would like to discuss your application please contact the Grants Coordinator by telephone on (07) 3330 6360 or by email at [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

Please note: a 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.

## Required documents

- Eligibility documentation for your organisation (or your project sponsor if relevant) as follows:
    - a) Incorporated Association - a copy of the Certificate of Incorporation.
    - b) Registered Charity - a charity certificate from the Australian Charities and Not-for-profit Commission.
    - c) Not-for-profit entity (not registered with the ACNC) – A Certificate of Registration of Company from ASIC and a copy of the organisation’s constitution.
    - d) Indigenous Corporation - Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation.
  - A letter of support from the project sponsor (if applicable)
  - A letter of support from the project partner (if applicable)
  - Letter of commitment for maintenance (if applicable)
  - Two quotes for expenses exceeding \$5,000 (ex GST)
  - Evidence of commitment of cash contributions (such as letters from contributors)
  - A detailed map and photographs of the project site location and the project activities location. The map should identify the latitude and longitude (in decimal) of the site and include project boundaries and information which indicates where specific activities will occur.
  - Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders to undertake the proposed activity on the site.
  - Copy of relevant threatened species recovery plan, conservation advice or threat abatement plan (where existing).
  - Written advice from a relevant expert to support the project activities.
  - Financial documentation for your organisation (or your project sponsor if relevant) as follows:
    - a) The latest signed, audited financial statement for the organisation and the latest bank statement showing the BSB and account number;
- or, for organisations without an audited financial statement:
- b) A balance sheet, income and expenditure statement and the last two bank statements showing the BSB and account number.

Successful applicants (or their sponsor where relevant) will be required to provide the following prior to release of any grant funding:

- Certificate of Currency for public liability insurance coverage of at least \$20 million (in total and per event) that is current and remains current for the duration of the project.
- Certificate of Currency for workplace health and safety insurance and evidence of adequate insurance coverage for workers and volunteers as required under the *Work Health and Safety Act 2011* (where applicable)



## Privacy statement

The Department of Environment and Science is collecting personal information in the application for 'Community Sustainability Action grant Round 3: Protecting Queensland's Threatened Species' to assess your application for funding and prepare a grant deed, should your application be successful.

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

- Other Queensland Government agencies to assess your application; and
- External assessment panel members.

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

The department will seek your consent for any uses or disclosures outside of these specific terms.

If your application is successful, the following information will be routinely published on the Department of Environment and Science's website:

- Your organisation's name
- Total amount of funding allocated
- Project name, location and description.

Your grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, you may contact [Right to Information Services](#).

If you have any questions or concerns regarding the privacy of your personal information, please [contact us](#).

## Conditions of these grants

- 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.
- Successful applicants may be required to complete a Conflict of Interest declaration prior to the release of any funding. A conflict of interest exists in instances 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.
- By submitting an application, the applicant agrees to abide by all of the terms and conditions as specified in these guidelines.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material. The final draft of any promotional material using the Queensland Government logo must be approved by the department before going to print.
- A grant deed will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant deed will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant deed.
- Funding will not be available prior to both parties signing the grant deed, along with the provision of any additional required documentation to the department.
- Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant deed.
- Funding may be provided in milestone payments with a final payment withheld until completion of the project and the department's acceptance of acquittal documentation.
- The date and value of the milestone payments will be negotiated however the final decision will be made by the department.
- Funds granted must be spent for the purposes stated in the application form and grant deed. Variations to the agreed project details should be applied for in writing to the department. It is at the absolute discretion of the delegated officer to provide approval. No variation is to be implemented without the applicant first receiving a notice of approval from the department.
- In the event of cancellation of a funded activity, the department must be notified in writing and all unspent funds returned to the department immediately.
- All grant recipients will be required to submit periodic progress/milestone reports as per the department's requirements. Reports will be requested on at least a six monthly basis.
- All grant recipients will be required to complete and submit a final report and acquittal within 30 calendar days after the completion date of the project.
- 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.
- Applicants must be covered by at least the following insurance:
  - a) public liability insurance of a minimum of \$20 million;
  - b) workers and volunteers under the Queensland *Work Health and Safety Act 2011*.
- Any approved sponsoring organisation must remain the project sponsor for the duration

of the project or until a new sponsor is approved and accepted by the department.

- The Minister for Environment and Science will announce successful applicants.
- Following the announcement, successful applicants will be listed on the department's website.
- All applicants will be advised of the outcome of their application by mail.
- Any liaison with an assessment panel member by an applicant or another person about a specific application may result in immediate disqualification.
- Only one grant per applicant will be provided however, more than one application per organisation can be submitted.
- A sponsor may sponsor more than one project and may receive a grant in its own right.
- All projects must be completed within three years from the signing of the grant deed.