COMMUNITY
SUSTAINABILITY
ACTION GRANTS

ROUND 6 | CONSERVATION—COMMUNITY ENGAGEMENT ON QUEENSLAND'S NATIONAL PARKS AND STATE FORESTS

Queensland Government

#31706

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Front cover image: Hinchinbrook National Park, Tropical North Queensland

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Contents

Overview

The Community Sustainability Action grants Round 6: Conservation—Community Engagement on Queensland's National Parks and State Forests will provide grants of up to $20,000 (excluding GST) to eligible recipients for on-ground projects which engage the community to support and improve key habitat and biodiversity in Queensland's national parks and state forests. Up to $700,000 in funding is available.

Activities funded will be those which encourage community/volunteer participation and engagement, and include but are not limited to:
- habitat protection
- habitat improvement and restoration activities
- flora and fauna surveys, monitoring and mapping
- visitor education or awareness programs
- track monitoring and maintenance.

Grant funding will only be provided for projects undertaken on areas managed by the Department of Environment and Science's Queensland Parks and Wildlife Service (QPWS) where consultation has occurred with the relevant Principal Ranger.

Details regarding eligible applicants and eligible activities are provided in these guidelines. Applications close 4pm Tuesday 19 April 2022.

This round of Community Sustainability Action grants is funded from the Queensland Government waste levy.

For more information, contact the grant program office by email csagrants@des.qld.gov.au or phone (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 SmartyGrants online application system and other supporting documentation before beginning the application. Application information is available at www.qld.gov.au/csagrants.

Program objective—Support the community's contribution to national parks and state forests

Queensland's national parks and state forests, help make Queensland a great place to live, work and play. They also play an essential role in protecting our State's incredible biodiversity.

The objective of this grants program is to provide funding to eligible recipients to undertake community-based on-ground activities that support and improve key habitat and biodiversity in Queensland's national parks and state forests.

Prior to submitting an application for grant funding, applicants will need to consult with the relevant Principal Ranger (QPWS). To find the Principal Ranger for your project site, visit www.des.qld.gov.au/contactus or phone 13 QGOV (13 74 68).

Applicants will need to demonstrate that project activities align to a park management plan or statement.

Application eligibility

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)
- Natural Resource Management (NRM) bodies.

Project sponsor eligibility

The following entities are eligible to apply for a grant with a project sponsor:
- unincorporated organisations
- unregistered charities and unregistered not-for-profit organisations
- Traditional Custodian groups (unless otherwise eligible)
- tertiary student clubs (unless otherwise eligible).

Project sponsors must be one of the following organisations:
- an organisation eligible to apply for funding in their own right
- schools (government and non-government schools)
- a local government authority
- tertiary education institutions administered by the Commonwealth or State.

Project sponsors must take full responsibility for the legal and financial accountability of the project, including signing the grant agreement 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, for example, by seeking project management fees.

An organisation may sponsor more than one project as well as submitting an application in their own right (subject to the criteria specified above under 'Application eligibility').

Partnerships and collaborations

Two or more eligible organisations can work in partnership on a single project. Partnership applications must be of a joint nature where one applicant submits the application with a letter of commitment from the accountable officer of the second organisation.

Both partners may be required to be signatories on the grant agreement.

Applicants are encouraged to partner or collaborate with Traditional Custodians, community groups or stakeholders such as a wildlife care group, coast care group or a landcare group.

Ineligible applicants

The following applicants are ineligible to apply for funding:
- 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)
- tertiary education institutions administered by the Commonwealth or State (other than as a sponsor).

Available funding

Applicants may seek funding for grants up to $20,000 (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 agreement.

Eligible projects and activities

Projects funded will be those which undertake community-based on-ground activities that support and improve key habitat and biodiversity in Queensland's national parks and state forests.

Activities funded will be those which encourage community/volunteer participation and engagement, and include but are not limited to:
- habitat improvement and restoration activities such as weeding and revegetation
- remediating creeks and riverbanks and other waterways
- cleaning up litter and marine debris
- flora and fauna surveys, monitoring and mapping
- installing fences to protect remnant or rehabilitated areas or key species
- visitor education or awareness programs such as guided activities, creation of trail maps or First Nations interpretative material
- track maintenance and monitoring the conditions of tracks to protect and enhance parks.

Ineligible projects and activities

Projects and activities not considered for funding under this round include:
- projects undertaken outside of Queensland national parks and state forests
- 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
- 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)
- pest management activities (excluding weed management).

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 and installation of nesting boxes
- purchase of equipment and associated supplies to undertake on-ground activities directly 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 project participants participating in on-ground project activities
- capital works (supported by technical advice) for environmental benefits
- up to 10% of project administration costs directly related to delivering 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
- 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.

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 $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, phone costs not associated with the project, vehicle registration, office equipment hire and maintenance, equipment and motor vehicle repairs or maintenance)
- administration costs which exceed 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 or a boat (motorised)
- fees related to attending conferences, workshops and events
- expenses relating to substitute teacher fees
- school-based curriculum materials
- training expenses (excluding induction orientation costs specific to project activities)
- permits and licences
- consultancy fees
- purchase of equipment and supplies to undertake pest control activities.

Queensland national parks and state forests

Projects are to be conducted on areas managed by QPWS and includes national parks, conservation parks, state forests, forest reserves, Great Barrier Reef Marine Park, Fish Habitat Areas and state marine parks.

Further information on Queensland state parks and forests can be accessed on the Department of Environment and Science's website www.parks.des.qld.gov.au.

Written permissions

Organisations must obtain written approval to conduct the project from the relevant Principal Ranger (QPWS) prior to submitting their application. This letter must state the name of the park or state forest, list the specific activities involved in the project for which approval is granted and, where applicable, detail of QPWS involvement in the project.

To locate the Principal Ranger for your project site visit www.des.qld.gov.au/contactus or phone 13 QGOV (13 74 68). If you experience difficulty locating the Principal Ranger, please contact the grants coordinator by phone on (07) 3330 6360.

Volunteers engaged in project activities may be required to undertake a general safety induction with the relevant Senior Ranger at the commencement of the project.

First Nations peoples

Applicants are encouraged to consult with and consider partnering with the Traditional Custodians of the Country on which their project is proposed to occur. First Nations peoples

have significant knowledge of Country, which provides valuable depth to projects and on-ground outcomes. Details of any consultation undertaken or planning involvement of Traditional Custodians should be included in the application documentation.

The Queensland Globe (www,qldglobe.information.qld.gov.au) includes native title and cultural heritage layers, which can be used to help locate contact details for the Traditional Custodians of the Country on which a project is located.

Resources

The following websites may provide useful reference material to support applications:

Queensland state parks and forests
- Information on Queensland state parks and forests: hwww.parks.des.qld.gov.au
- Information on Queensland's Protected Area Strategy 2020-2030: www.parks.des.qld.gov.au/management/plans-strategies/protected-area-strategy

Threatened species
- Information on threatened species: www.qld.gov.au/environment/plants-animals/conservation/threatened-wildlife/threatened-species
- Queensland Government's Threatened Species Program 2020-2040: www.qld.gov.au/__data/assets/pdf_file/0022/209803/threatened-species-program-2020-2040.pdf
- Further information about threatened species under the Commonwealth Government's *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) is available on the Australian Government website: www.environment.gov.au/biodiversity/threatened/species
- Further information about threatened species under the Queensland Government's *Nature Conservation Act 1992* (NCA) is available here.
- List of Recovery Teams and their contact details: www.qld.gov.au/environment/plants-animals/conservation/threatened-wildlife/threatened-species/recoveryconservation-plans

Traditional Custodians
- The Gurra Gurra Framework 2020-2026—the Department of Environment and Science's commitment to working in partnership with Queensland's First Nations peoples: www.des.qld.gov.au/our-department/corporate-docs/gurra-gurra-framework
- Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships contact details: www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships

Other information
- Climate resilience for landscapes, ecosystems and biodiversity: www.nccarf.edu.au
- WetlandInfo: www.wetlandinfo.des.qld.gov.au/wetlands/
- Weeds: www.daf.qld.gov.au/plants/weeds-pest-animals-ants/weeds.
- Atlas of Living Australia: www.ala.org.au
- Wildnet: www.qld.gov.au/environment/plants-animals/species-information/wildnet

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.

Deadlines for submitting an application are strict. No extensions will be provided.

Applications and GST

Applications from organisations not registered for GST will not be prejudiced. 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.

Applicants not registered for GST are strongly encouraged to contact the grants coordinator to discuss their budget by phone (07) 3330 6360.

Assessment criteria

All eligible applications will be assessed by an assessment panel comprised of Queensland Government employees and external representatives with relevant expertise.

Meets the objectives of the program

This includes the extent the proposed project:
- has a focus on engaging the community to undertake on-ground activities to support and improve key habitat and biodiversity in Queensland's national parks and forests
- will provide a direct on-ground benefit for an area located in a Queensland national park or state forest
- demonstrates how the activities are aligned with a park management plan.

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
- clearly details how the project will be monitored and how results will be evaluated
- provides a commitment to maintain the project deliverables beyond the life of the project or can demonstrate there will be ongoing benefit to the national park or state forest.

Represents value for money

This includes:
- the scale of the project and activities versus the funding sought
- cost of the project versus the time and 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 for the successful completion of the project
- whether two quotes have been provided for contractor costs, hire of vehicle or boats and any other expenditure items over $5,000 (excluding GST).

Encourages community/volunteer engagement

Taking into consideration the extent the proposed project engages volunteers and the community in environmental 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 assessment

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

Application outcome

All applicants will be advised of the outcome of their submission in writing. Details including the name of successful applicants, funding allocated, location of the project and a description of the project will be published on the Queensland Government website and may be announced through media, including social media.

Successful applicants will be contacted by the Grants Coordinator regarding funding arrangements, grant agreements and other documentation/approvals that may be required (refer to the 'Required documents' section of this guideline).

All decisions are final. Unsuccessful applicants can request feedback on their application by emailing csagrants@des.qld.gov.au.

Funding availability

Funding is expected to be available from June 2022, pending signing by both parties of a grant agreement, 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.

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)
- A letter of commitment for maintenance (if applicable)
- Two quotes for contractor costs, hire of vehicle or boats and any other expenditure items over $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 activity's 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.
- Written acknowledgement from the Principal Ranger to occupy and maintain a site.
- Where applicable, appropriate permission or support from Traditional Custodians to undertake the proposed activity on the site.
- You may be requested to provide evidence of currency of DES scientific permits and authorisations 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 (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:
- Evidence of 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).

Further information

If you have any questions relating to these guidelines or if you would like to discuss your application, please contact the grants coordinator by phone on (07) 3330 6360 or by email at csagrants@des.qld.gov.au.

Please note: a grants coordinator can 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.

Privacy statement

The Department of Environment and Science is collecting personal information in the application for Community Sustainability Action Grant Round 6: Conservation—Community Engagement on Queensland's National Parks and State Forests to assess your application for funding and prepare a grant agreement, 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
- 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 office for reporting purposes (except for that information which relates to the department's confidentiality obligations).

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

If your application is successful, the following information will be routinely published on the Queensland Government website:
- 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 by email rtiservices@des.qld.gov.au.

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

Grant 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:
  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.
- 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 one or more projects and may receive a grant in its own right.

Grant agreements and the provision of funding

- A grant agreement will be developed using information provided in the application form and in negotiation with the approved recipient or their sponsor.
- The grant agreement will specify the financial and operational requirements of the grant.
- All recipients must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties signing the grant agreement, along with the provision of any additional required documentation to the department.
- The project activities cannot commence until both parties have signed the grant agreement and the additional required documentation is received by the department.
- 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.
- Acceptance of the grant payment indicates the recipient's acceptance of all funding terms and conditions in the guidelines and grant agreement.
- 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 agreement. 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 projects must be completed within three years from the signing of the grant agreement.

Reporting requirements

- 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.
- Grants exceeding $10,000 (excluding GST) may require an audited financial statement signed by an independent auditor, CPA or chartered accountant at the project's completion. This cost could be included in the project's administration budget.
- 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.
- 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.

Announcement of successful applicants

- The Minister for Environment will announce the 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 for Environment of the successful applicants. This means no media or public announcements of the project until the Queensland Government has announced.