



# COMMUNITY **SUSTAINABILITY** ACTION GRANTS

ROUND 8 | WILDLIFE CARERS ASSISTANCE

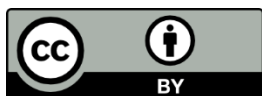
Prepared by: Grants Administration Unit, Department of Environment, Science and Innovation.

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May 2024

# Contents

Overview .....	4
Guidelines for applicants .....	5
Program objective— rescue and rehabilitation of Queensland’s wildlife .....	5
Application eligibility .....	5
Ineligible applicants .....	5
Available funding .....	5
Project timeframes .....	6
Eligible projects and activities .....	6
Ineligible projects and activities .....	6
Eligible expenses .....	6
Ineligible expenses .....	7
Landholder permission .....	8
Resources .....	8
Application process .....	9
Applications and GST .....	9
Assessment criteria .....	9
Application assessment .....	10
Application outcome .....	10
Funding availability .....	11
Required documents .....	11
Further information .....	11
Privacy statement .....	12
Grant terms and conditions .....	13

## Overview

The Community Sustainability Action grants Round 8: Wildlife Carers Assistance provides grants of up to \$25,000 (excluding GST) to eligible wildlife carers and wildlife care organisations to increase capacity to assist with rescue and rehabilitation services for sick, injured or orphaned wildlife. A total of \$500,000 in funding is available in this round of grants.

Funding will be provided under one of the following categories:

- Category 1: Grants of up to \$10,000 are available to individual wildlife carers
- Category 2: Grants of up to \$25,000 are available to wildlife care organisations.

Funding will be provided to those projects that will generate the greatest benefit for Queensland's sick, injured or orphaned wildlife.

Applications close at 4pm on Tuesday, 9 July 2024.

For more information, contact the grants program office by email [csagrants@des.qld.gov.au](mailto: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](http://www.qld.gov.au/CSAgrants).

## Program objective— rescue and rehabilitation of Queensland’s wildlife

This grant program provides funding to eligible recipients to increase the ability of existing and/or new Queensland wildlife carers, care groups and wildlife organisations to directly assist with rescue and rehabilitation services for sick or injured wildlife.

Funding will not be provided for purchases made prior to the execution of a grant agreement. Successful applicants should wait until a grant agreement is executed prior to making any purchases.

Successful applicants do not have to co-contribute to this grant however successful applicants must pay for any related expenses in excess of the grant funding awarded.

## Application eligibility

Eligible applicants include individuals and not for profit organisations that meet the following criteria:

- hold a current Queensland rehabilitation permit as an individual wildlife rehabilitator or wildlife care group; and
- are undertaking or intend to undertake rehabilitation activities in accordance with their rehabilitation permit issued by the department.

The permit must be in the name of the individual or the organisation (including endorsed group permits) applying for the grant and remain current for the duration of the project activities.

## Ineligible applicants

The following applicants are ineligible to apply for funding:

- statutory bodies and authorities
- Australian Government agencies
- Queensland Government agencies
- political parties or lobbyists
- local government authorities
- schools (government and non-government schools).

## Available funding

Applicants may seek funding under one of the following categories:

- Category 1: Grants of up to \$10,000 are available to individual wildlife carers
- Category 2: Grants of up to \$25,000 are available to wildlife care organisations.

A successful applicant will not receive more than one grant per round of the program.

## Project timeframes

Projects must be completed within 12 months from execution of the grant agreement.

## Eligible projects and activities

Projects funded will be those that aim to increase the ability to provide care to sick or injured wildlife.

Activities funded may include but not be limited to:

- competency based training
- care equipment
- general infrastructure and equipment
- vaccinations for carers
- community awareness that supports educative actions
- onboarding and/or capacity building of individual wildlife carers or members (wildlife care organisations only).

Activities should encourage volunteer participation and must align with the:

- Code of Practice – Care of Sick, Injured or Orphaned Protected Animals in Queensland; and/or
- Code of Practice – Rehabilitation of Sick, Injured, or Orphaned Koalas in Queensland.

## Ineligible projects and activities

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

- projects undertaken outside of Queensland
- the translocation of any animal (unless transporting for treatment or release to the wild following treatment)
- captive breeding of a species or animal
- projects that do not have a primary aim of benefiting sick, injured or orphaned wildlife
- 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).

## Eligible expenses

Eligible expenses include, but are not limited to:

- training expenses to deliver education awareness sessions to community members (wildlife care organisations only), includes:
  - reasonable catering costs
  - venue hire
  - 10% of project administration costs directly related to the project
  - contractor fees where there is a clearly demonstrated need for the contractor services
  - salaries and wages and other employee costs of no more than 25% of the grant funding awarded
- competency based training delivered by a registered training organisation, specifically:
  - first aid training
  - wildlife rehabilitation courses

Funding will be provided for course fees only. Funding will not be provided for travel and accommodation expenses in relation to attending the course.

- care equipment:
  - building animal enclosures
  - aviaries
  - portable cages
  - shelters

- nest boxes
- incubators
- heat boxes
- cages and cage modifications
- hospital and feeding consumables (dripper bottles, medical supplies such as syringes, scalpels, forceps and blankets etc.)
- food preparation and storage equipment (includes freezers or refrigerators where a need can be demonstrated and relates directly to the care of sick or injured wildlife)
- food (including formula) for rescued animals (where high costs for these products can be demonstrated).
- general infrastructure and equipment such as:
  - ladders
  - handheld spotlights
  - nets
  - traps
  - personal protective equipment (e.g. gloves, eye/face protection, hi-vis vests, sunscreen, protective clothing, hygiene/washdown etc)
  - first aid kits.
- vaccinations for carers.

Applicants are encouraged to submit quotes for expenditure items over \$5,000 (excluding GST) with their application. The quotes will assist the assessment panel in determining the project's value for money.

## Ineligible expenses

Ineligible expenses include, but are not limited to:

- items not directly related to the care and rehabilitation of sick or injured wildlife
- travel and accommodation expenses related to attending training courses
- snake handling training
- holding or attending a workshop or conference (including attendance or registration fees, travel and accommodation costs)
- generators
- purchase of fuel or gift cards
- firearm, captive bolt and darting training and licences
- the purchase of firearms, captive bolt or any darting equipment and any related ammunition, gun safes etc.
- trailers (all types)
- purchase of land
- dishwashers, mulchers and chainsaws, including pole chainsaws
- purchase of any type of vehicle including car, motorbike, 4WD or ATV
- vehicle mounted spotlights
- vehicle registrations, repairs or servicing
- infrared and motion-sensing surveillance cameras
- computers, laptops, tablets, phones or smartphones
- voroscopes
- promotional materials
- utility costs i.e. rates, electricity, water, gas
- insurance (all types)
- veterinary fees and medication
- lethal injection solution for euthanasia
- trees for rehabilitation
- bulk orders for any eligible expense item in excess of the medium-term needs of the group
- fuel for travelling to and from rescue sites.

# 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. The approval should also provide advice that the permission will remain in place for the expected duration of 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.

## Ongoing maintenance

Written approval to conduct the project from the relevant landowner (described above) should include any commitment to ongoing maintenance at completion of the project and if so, who will be responsible.

# Resources

Both the Queensland Department of Environment, Science and Innovation 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

- [Biosecurity Act 2014](#)
- [Environmental Protection and Biodiversity Conservation Act 1999 \(EPBC\)](#)
- [Threatened species listed under the EPBC Act](#)
- [Threatened species listed under the Nature Conservation Act 1992 regulations.](#)

## Other information

- Atlas of Living Australia: [www.ala.org.au](http://www.ala.org.au)
- Queensland Globe: <https://qldglobe.information.qld.gov.au>
- [Code of Practice - Care of sick, injured or orphaned protected animals in Queensland](#)
- [Code of Practice - Rehabilitation of sick, injured, or orphaned koalas in Queensland](#)



## Application process

Applicants are required to submit their 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

Applicants registered for 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 an 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 [Australian Tax Office](#) on this matter.

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

## Assessment criteria

Projects will be assessed on the following assessment criteria.

### 1. Meets the objectives of the program

The extent to which the proposed project:

- increases the capability of existing Queensland wildlife carers, care groups and wildlife organisations
- generates the greatest benefit for the rescue and rehabilitation of Queensland's sick, injured or orphaned wildlife.

### 2. Demonstrates a clear project management approach and governance arrangements

The extent to which 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 (within the overall 12-month grant program timeframe)
- 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, if applicable.

### 3. 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
- if quotes have been provided for expenditure items over \$5,000 (excluding GST).

### 4. Encourages volunteer engagement

The extent to which the project engages volunteers.

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

The department will apply a **portfolio approach** to this CSA grant round. Alongside the assessment criteria the decision-maker will also consider the geographic location and species focus of applications, to ensure a representative portfolio of carer capability across the state.

## Application assessment

Applications will be assessed by an assessment panel consisting of departmental employees and external representatives. The panel will make funding recommendations to the Director-General, Department of Environment, Science and Innovation, 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).

Unsuccessful applicants can request feedback on their application by emailing [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

Applicants may lodge an appeal with the department for any decisions made relating to their grant application by emailing [csagrants@des.qld.gov.au](mailto:csagrants@des.qld.gov.au).

## Funding availability

Funding is expected to be available from late 2024, 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.

## Required documents

- For wildlife carers: evidence of a valid and current rehabilitation permit issued in the name of the individual or an endorsed copy of a group permit which must include limitations.
- For wildlife care organisations: evidence of a valid and current rehabilitation permit issued in the name of the organisation.
- A detailed map and photographs of the project site location and the project activities location
- Where applicable, evidence to occupy and maintain a site or appropriate permission from landholders and/or Traditional Custodians to undertake the proposed activity on the site. For national parks and state forests, a written acknowledgement from the Principal Ranger of the relevant area is required.
- A letter of commitment for maintenance (if applicable).
- Evidence of commitment of cash contributions, such as letters from contributors (if applicable).

Successful applicants 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. Individual applicants should contact the Grants Coordinator if they do not currently hold cover.
- 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).
- A copy of a current bank statement showing the account name, BSB and account number or a letter from your banking institution confirming this.

## 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 email [csagrants@des.qld.gov.au](mailto: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 is collecting personal information in the application for Community Sustainability Action grant Round 8: Wildlife Carers Assistance 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 the Environment and the Great Barrier Reef and Minister for Science and Innovation and the Minister's members of staff for reporting purposes (except for that information which relates to the department's confidentiality obligations).

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

If your application is successful, the following information will be routinely published on the Queensland Government website:

- your name and/or your organisation's name
- total amount of funding allocated
- project name, location and description.

Your grant application and associated documentation are 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 the department's Privacy Services unit by email [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au)

# Grant terms and conditions

## Applying for the grant

- Applicants will need to be aware that they should only apply for grant funding and undertake project activities for those allowed under the conditions of their permit – including limitations.
- Applicants will need to have submitted annual returns and maintained a register for all protected animals rescued or cared for in accordance with the requirements of their rehabilitation permits.
- Applicants must have consent from the relevant property owner to undertake the wildlife care activities (if required).
- Applicants should provide all required information at the time of submission of their application including evidence of a valid and current rehabilitation permit issued in the name of the individual or wildlife care organisation or an endorsed copy of a group permit which must include limitations on the wildlife provided for.
- 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 (or be prepared to obtain this cover)
  - b) workers and volunteers under the approved Queensland *Work Health and Safety Act 2011*, if required by law (where applicable).
- 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.

## 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.
- The grant agreement will specify the financial and operational requirements of the grant.
- Grant recipients must comply with all terms and conditions in the grant agreement.
- Funding will not be available until both parties sign the grant agreement and provide any additional required documentation to the department.
- The project activities cannot commence until both parties have signed the grant agreement and any additional required documentation is received by the department.
- Successful applicants must return a signed grant agreement within three months of the date of being issued by the department or the funding offer may be withdrawn.
- 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) that 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.
- Signing of the grant agreement indicates the recipient's acceptance of all funding terms and conditions in the guidelines and funding 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 department's 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 12 months from the signing of the grant agreement.

### **Reporting requirements**

- Recipients may be required to submit periodic progress/milestone reports as per the department's requirements.
- 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 keeping all receipts for expenditure). This documentation must be provided to the department on final reporting and acquittal.
- All promotional material relating to the project must acknowledge funding from the department. This includes promotional flyers, banners and any other promotional material.

### **Announcement of successful applicants**

- The Minister for the Environment and the Great Barrier Reef and Minister for Science and Innovation 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 Minister's announcement of the successful applicants. This means no media or public announcements of the project should be made until then.