

Environmental Recovery Package: Private Protected Area Landholder Support Grant Guidelines

Tropical Cyclone Jasper and associated rainfall and flooding, 13 – 28 December 2023 and South Queensland severe storms and rainfall, 24 December 2023 – 3 January 2024

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Overview

The Private Protected Area Landholders Support Grant program provides funding to support private protected areas, which include private protected areas and Special Wildlife Reserves, that were significantly impacted by Tropical Cyclone Jasper and associated rainfall and flooding from 13 – 28 December 2023 and South Queensland severe storms and rainfall from 24 December 2023 – 3 January 2024.

Applications will be assessed under a competitive process and grants of up to \$50,000 (GST excl) available for eligible on-ground projects that rehabilitate and restore severe weather affected environments within the private protected area boundary to maintain healthy ecosystems and improve resilience for future disaster events.

In this grant recovery package, up to \$290,000 in funding is available for private protected areas affected by Tropical Cyclone Jasper, and up to \$400,000 in funding is available for private protected areas affected by the South Queensland storms. Available funding may be utilised between these two events.

Details regarding eligible Local Government Authority areas are listed below for those areas impacted by Tropical Cyclone Jasper and associated rainfall and flooding from 13 – 28 December 2023 and South Queensland severe storms and rainfall from 24 December 2023 – 3 January 2024:

Tropical Cyclone Jasper

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

South Queensland Storms

- Gold Coast City Council
- Logan City Council
- Scenic Rim Regional Council

These guidelines provide further details, 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 at 4pm 13 March 2025.

The Environmental Recovery Program is jointly funded by the Australian and Queensland Governments under the Disaster Recovery Funding Arrangements (DRFA).

For more information, please email grantsadministration@des.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 read other supporting documentation before starting the process.

Program objective

This grant program provides funding to eligible private protected area landholders that were significantly impacted by Tropical Cyclone Jasper and associated rainfall and flooding from 13 – 28 December 2023 and South Queensland severe storms and rainfall from 24 December 2023 – 3 January 2024.

The grants support eligible private protected area landholders in funding on-ground projects that rehabilitate and restore severe weather affected environments within private protected area boundaries to maintain healthy ecosystems and improve resilience for future disaster events.

Applicants must demonstrate how their project will protect and enhance their private protected area's significant natural and cultural resources as outlined in their conservation agreement.

Application eligibility

To be eligible, applicants must be current private protected area landholders as noted on the property title. A list of eligible local government areas and the related disaster event can be found in the overview of these guidelines.

Ineligible applicants

The following applicants are ineligible to apply for funding:

- Queensland Government agencies
- Australian Government agencies
- statutory bodies and authorities
- government-owned corporations
- Political parties or lobbyists
- Schools.

Available funding (GST exclusive)

Applicants may seek funding for grants up to \$50,000 (GST excl), which is provided as a GST exclusive amount.

Applicants registered for GST will not be provided 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 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](#).

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

Landholder contributions

Contributions can be in the form of in-kind or financial support or a combination of both.

An in-kind contribution is when the landholder contributes their project management time and/or physical labour, machinery or project materials. In-kind contributions are valued at the current market rate per hour which is \$41.72.

Financial contributions involve the landholder paying for materials or contract labour at their own expense.

Project timeframes

Project activities must be completed by 31 March 2026, and all reporting and financial acquittals due by 30 April 2026. Please refer to the Grants terms and conditions section of this document for more information about grant agreements.

Eligible projects and activities

Eligible projects are those that:

- undertake activities based within an impacted eligible local government area as listed in the overview of these guidelines
- directly or indirectly (such as temporary fencing) assist the recovery of the private protected area from those specified disaster events (see Application eligibility) and increase disaster resilience.

Eligible nature refuge and special wildlife reserve landholders can apply for grant funding for the following land management activities:

- managing the impacts of the specified disaster events on the private protected area and conserving the area's significant cultural and natural resources
- restoring impacted areas to a more resilient landscape, including the revegetation of degraded areas and re-establishment of vegetation corridors
- surveying areas affected by the disaster events through research, data collection and mapping to assess the level of impact and opportunity for recovery
- controlling environmental weeds to rehabilitate disaster impacted native vegetation areas (including biological control methods, declared pest plants, and where legal obligations to control apply)
- developing and implementing pest animal or pest plant management plans or programs
- activities that are wholly within the private protected area boundary and/or outside the boundary if it can be demonstrated there will be direct environmental benefit to the recovery of the private protected area, i.e. access roads and washouts past the boundary that require subsidiary works

- activities which improve the resilience of the environment to future events
- other activities relevant to conserving and managing the value of the private protected areas will also be considered. For example, this may include activities related to fire management, ecological surveys, off-stream stock watering points where a sensitive watercourse/wetland has been fenced off, erosion control and reducing sediment loss and wildlife monitoring.

Ineligible projects and activities

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

- are undertaken on private protected areas owned by Queensland Government agencies, Australian Government agencies, statutory bodies and authorities or government-owned corporations
- cannot be demonstrated to provide a clear environmental benefit to the private protected area
- undertake recovery actions that generate a further risk to the environment
- are not permitted under the conservation agreement for the private protected area
- are a condition of a development approval, rehabilitation order, or an offset requirement under a government offset policy
- are the normal or legal responsibility of the landholder except for activities that involve pest plant control (e.g. maintenance of buildings)
- are deemed to be landscaping for private or scenic amenity
- are commercial in nature for the applicant
- are eligible for reimbursement under other funding sources, for example, insurance and other DRFA funding relief measures, including Counter Disaster Operations and Emergency Works
- are unrelated to the significant disaster events listed in the overview.

Eligible expenses

Costs eligible for funding under this round include, but are not limited to:

- hire of specialised equipment essential to complete the project
- minor equipment purchases (e.g. mattocks, work gloves, other PPE)
- fuel for landholder's own heavy machinery (e.g. grader, dozer)
- purchase of herbicide, surfactants and/or registered dyes
- purchase of native tube stock, stakes and mulch for revegetation (note that plant species will need to be approved by the department prior to planting)
- fees for engagement of suitably experienced and qualified contractors/consultants for the delivery of eligible projects and activities (e.g. pest management contractor):
 - Contractors/consultants must operate under an ABN/ACN separate from that of the landholders ABN/ACN
- reimbursement of eligible works that were commenced or completed post the events and prior to the submission of the funding application
- inspection costs to gather data on the extent of the impact on the private protected area or special wildlife reserve.

Costs incurred prior to program funding

Costs of eligible activities and eligible expenses that occurred and/or were completed after the eligible event (Tropical Cyclone Jasper and associated rainfall and flooding from 13 – 28 December 2023 and South Queensland severe storms and rainfall from 24 December 2023 – 3 January 2024), but before program funding was released, may be deemed eligible for reimbursement.

Information in relation to these activities and expenses will need to be included in the application.

Ineligible expenses

Costs ineligible for funding under this round include, but are not limited to:

- the private protected area landholder's own labour (this would form part of the in-kind contribution)
- purchase of any motor vehicles (registered or unregistered)
- purchase of new equipment that has a life that extends beyond the life of the project (for example, monitoring cameras, drones, weed spray units and fencing materials)
- costs of servicing equipment (note that servicing costs can be counted towards your contribution)
- payment of property or equipment running costs (for example, insurance, permit fees, vehicle registration and property rates)
- legal expenses
- costs that are reimbursable under other funding sources, such as business continuity, insurance, alternative DRFA relief measures or costs recouped through the sale of salvaged assets.

Application process

Applicants must 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. Only one grant application per private protected area or special wildlife reserve will be accepted.

New users will need to set up a free online SmartyGrants account. If you already have a SmartyGrants account, you can log in 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 requirements

All applications must include the following:

- a detailed budget outlining a breakdown of item costs for the funding sought and the details of the applicant's contribution (in-kind or financial). Refer to **Appendix 1** in this document for an example project budget
- two detailed quotes for materials or contractors costing more than \$10,000 (GST excl)
- validation of all in-kind costings (for example, market evidence of materials, equipment and labour costs)
- evidence of, or commitment to obtain, public liability insurance coverage of at least \$20 million (in total and per incident) that is current and remains current for the duration of the project
- a project timeframe where activities are to be completed by 31 March 2026
- a property map clearly defining the location and extent of the project on the private protected area. Maps can be hand drawn or created using an online program such as [Queensland Globe](#). Contact your local Private Protected Area Program officer if you require assistance. Refer to **Appendix 2** for an example project map
- the applicant must inform the department if they intend to sell or otherwise transfer the land or part of the land on which the proposed project is undertaken, during the time in which the proposed project is planned to be delivered
- details in relation to eligible activities and expenses that occurred after the event (Tropical Cyclone Jasper and associate rainfall and flooding from 13 – 28 December 2023 and South Queensland severe storms and rainfall from 24 December 2023 – 3 January 2024), and prior to the grant funding being released, if the applicant wishes to access grant funding for these activities and expenses
- if seeking reimbursement of commenced or completed work, invoices and proof of payment (e.g. receipts or zero balance invoices) must be attached to the application along with before and after photos (or evidence that the work has occurred).

Tips for a successful project

When planning a project, applicants should ensure:

- these guidelines have been read, and all Application requirements and Grant terms and conditions can be met
- project outcomes are clear and well-defined
- the project activities directly or indirectly assist the recovery of the private protected area and increase disaster resilience
- receipts and evidence are attached to the application if seeking reimbursement of commenced or completed work (e.g. before and after photos of recovery work)
- the project demonstrates clear environmental benefits to the private protected area
- the project can be realistically completed prior to 31 March 2026
- there is capacity to maintain the project outcomes once the project is completed.

Please contact the department if you require clarification or have any questions about the application process or the suitability of the proposed project. Refer to the Contact information section of these guidelines for details.

Assessment criteria

All applications will be assessed on the following criteria:

1. Meets the program objective

Taking into consideration the extent that the application:

- will undertake on-ground projects that rehabilitate and restore severe weather affected environments within private protected area boundaries to maintain healthy ecosystems and improve resilience for future disaster events
- will undertake on-ground activities to protect and enhance the conservation values of the private protected area
- demonstrates clear environmental benefits to the private protected area.

2. Demonstrates a clear project management approach

Taking into consideration the extent that the application:

- clearly details the project's objectives, why the project is important (e.g. the scale of the problem seeking to be resolved under the grant and/or the impacts on the private protected area's environmental values) and likely potential outcomes
- clearly explains the proposed project activities and a detailed and reasonable timeframe to complete the activities by 31 March 2026
- demonstrates the private protected area landholder's capability and capacity for delivering the project scope and in the administration of grant funding
- demonstrates the capacity to manage and maintain project outcomes into the future.

3. Represents value for money

Taking into consideration:

- the scale of the proposed project and activities versus the funding sought
- the cost of the project versus the time and resources requested
- whether there is a landholder contribution of additional financial 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 quotes have been provided for contractor costs and any other expenditure items over \$10,000 (GST excl) as specified above
- for works that have already occurred, whether proof of payment and evidence that the works have occurred have been provided.

Where relevant, an applicant's past performance under another grant program managed by the department—including if there are any outstanding reports or acquittals—will be taken into consideration. This includes any previous projects funded through the Private Protected Area Program (PPAP) (e.g. Nature Refuge Landholder Grant rounds, Nature Refuge Fire Management Planning grant, NatureAssist, Koala Nature Refuge Program).

Application assessment

Applications will be assessed by a panel consisting of Queensland Government employees and external representatives. The panel will make funding recommendations to the Director-General, Department of the Environment, Tourism, Science and Innovation, 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 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.

The grants coordinator will contact successful applicants regarding funding arrangements, grant agreements and other documentation/approvals that may be required.

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

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

Funding availability

Funding is expected to be available from late May 2025. Successful applicants will receive funding once both parties have signed the grant agreement and the department has received all required documentation.

The department reserves the right to determine specific project payment structures on a case-by-case basis and in negotiation with the recipient. In all cases, the department will retain a percentage of funds until project acquittal.

Grants terms and conditions

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

- Successful applicants must return the signed grant agreement within four weeks of receiving the draft grant agreement, or the offer may be withdrawn
- 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

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- a copy of a recent bank statement to confirm the BSB and account details which the recipient is required to include on the invoice submitted to the department
- copies of appropriate approvals and permits needed for the funded activities. Projects that involve flora or fauna surveys/monitoring may require permitting under the Nature Conservation (Protected Areas Management) Regulation 2017.
- 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 contact the department and apply for a variation 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 receiving a notice of approval from the department beforehand.
- In the event of cancellation of a funded activity, the department must be notified in writing, and all unspent funds must be returned to the department immediately
- 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 31 March 2026.

Reporting requirements

- Monthly progress reporting will be required under this round of grant funding. These requirements are detailed in the "Additional requirements of this funding" section of these guidelines
- All grant recipients must complete and submit a completion report within 30 calendar days after the project's completion date. This report will be provided by the department to recipients through SmartyGrants during the course of the project
- Income and expenditure statements and tax invoices or other evidence of expenditure (i.e. receipts) must be provided with the completion report as evidence of all grant funding expenditure
- All promotional material relating to the project must be acknowledged as "*jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements*":
 - this includes promotional flyers, banners and any other promotional material
 - the department must approve the final draft of any promotional material using the Queensland Government logo before it goes to print.
- The applicant must allow departmental officers to conduct site inspections to inspect project progress if requested

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- 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
- Any fauna or flora data collected through funded projects is to be made available to the department for entry into its WildNet database.

Additional requirements of this funding

- All grant recipients must complete monthly progress reporting. This is required at the end of every month for the project's duration. The department will provide this report 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 (private protected area/special wildlife reserve landholder).
- A Project Plan and a Monitoring and Evaluation Plan must be developed for each approved project and will be included as an annexure to the grant agreement.

Announcement of successful applicants

- Successful recipients are to treat their funding as confidential prior to the announcement by the Australian and Queensland Governments of the successful applicants. This means no media or public announcements of the project until the Australian and Queensland Governments have announced them
- Following the announcement, successful applicants will be listed on the Queensland Government website
- All applicants will be advised of the outcome of their submission in writing
- Eligible applicants must acknowledge DRFA funding contribution in public materials, which includes but is not limited to:
 - media releases, social media, posters, advertising and signage associated with the approved project
 - acknowledgement or statements in project publications and materials
 - events that use or include reference to the approved project.

To comply with this requirement, all public advice and media releases should refer to the relevant funding source as being "*jointly funded by the Australian and Queensland governments under the Disaster Recovery Funding Arrangements*".

Privacy

The Department of the Environment, Tourism, Science and Innovation (DETSI) is collecting your personal information to assist the Private Protected Area Landholder Support Grant program assessment panel in reviewing funding applications and, should your application be successful, to prepare a grant agreement.

All information, including your personal information and attachments, provided as part of the application form, will be provided to the following parties for the purpose of assessing your application:

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

Where necessary, information contained in your application, including ongoing project reporting and acquittal documentation for successful projects, will be provided to the Queensland Reconstruction Authority and the Australian Government's National Emergency Management Agency.

Information contained in your application may also be provided to the Minister for the Environment and Tourism and Minister for Science and Innovation and the minister's members of staff for reporting purposes.

If your application is successful, the following information will be published on the Queensland Government and Australian Government's National Emergency Management Agency websites and potentially on the Queensland Environment and the National Emergency Management Agency social media channels:

- Nature Refuge or Special Wildlife Reserve name
- total amount of funding allocated
- project name, suburb location and description.

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.

Applying online using SmartyGrants

DETSI has a contract service arrangement with 'Our Community', which operates SmartyGrants, a secure online grants administration solution. For further information, please read: <https://www.ourcommunity.com.au/privacy>.

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 emailing rtiservices@des.qld.gov.au.

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

Contact information

Should you have any questions relating to your nature refuge or special wildlife reserve conservation agreement, and the suitability of proposed grant activities, please contact the Private Protected Area Program by email at naturerefuge@des.qld.gov.au.

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

Appendix 1 - Example project budget

- A good project budget table will show the itemised breakdown of costs for the grant funding requested and the landholder contribution.
- Two quotes for items over \$10,000 (GST excl) must be attached to your online application to support the costs outlined in the budget table.

Example project budget for applicants registered for GST

Activity	Grant funding requested (GST excl.)	Landholder contribution	Total project cost
Project management (8hrsx\$41.72)	\$0.00	\$333.76	\$333.76
Contractor to re-establish damaged access tracks (purple line on map)	\$1,200.00	\$120.00	\$1,320.00
Weed control contractor	\$3,500.00	\$350.00	\$3,850.00
Purchase mulch 30m3	\$720.00	\$0.00	\$720.00
Spread mulch (bobcat)	\$0.00	\$300.00	\$300.00
Purchase native tubestock (400x\$2.20)	\$880.00	\$0.00	\$880.00
Plant tubestock and maintain revegetation areas (25hrsx\$41.72)	\$0.00	\$1,043.00	\$1,043.00
Total	\$6,300.00	\$2,146.76	\$8,446.76

Example project budget for applicants NOT registered for GST

Applicants that are not registered for GST may include the GST as a cost component

Activity	Grant funding requested	Landholder contribution	Total project cost
Project management (8hrsx\$41.72)	\$0.00	\$333.76	\$333.76
Contractor to re-establish damaged access tracks (purple line on map)	\$1,320.00	\$0.00	\$1,320.00
Weed control contractor	\$3,850.00	\$0.00	\$3,850.00
Purchase mulch 30m3	\$720.00	\$0.00	\$720.00
Spread mulch (bobcat)	\$0.00	\$300.00	\$300.00
Purchase native tubestock (400x\$2.20)	\$880.00	\$0.00	\$880.00
Plant tubestock and maintain revegetation areas (25hrsx\$41.72)	\$0.00	\$1,043.00	\$1,043.00
Total	\$6,770.00	\$1,676.76	\$8,446.76

Appendix 2 - Example project map

This map was created using the free online application Queensland Globe.

