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# PROTECTING OUR PLACES PROGRAM

Funding for Aboriginal People to Care for their land

## GUIDELINES FOR APPLICANTS

**CLOSING DATE: 5.00 pm 30 MAY 2008**

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# PART A: WHAT YOU NEED TO KNOW ABOUT THIS PROGRAM

## About The Environmental Trust

### Establishment of the Trust

The Environmental Trust is an independent statutory body established by the New South Wales Government to support exceptional environmental projects that do not receive funds from the usual government sources. The Trust is empowered under the *Environmental Trust Act 1998*, and its main responsibility is to make and supervise the expenditure of grants. The Trust is administered by the Department of Environment and Conservation.

### Objectives

The Objectives of the Environmental Trust are:

- to encourage and support restoration and rehabilitation projects
- to promote research into environmental problems of any kind
- to promote environmental education in both the public and private sectors
- to fund the acquisition of land for the national parks estate
- to fund the declaration of areas for marine parks and for related purposes
- to promote waste avoidance, resource recovery and waste management (including funding enforcement and regulation and local government programs)
- to fund environmental community groups and
- to fund the purchase of water entitlements for the purpose of increasing environmental flows for the State's rivers and restoring or rehabilitating major wetlands.

### Funding

The grants programs run by the Trust include Environmental Restoration and Rehabilitation, Protecting our Places (for Aboriginal organisations) Environmental Education, Eco Schools, Urban Sustainability, Environmental Research and other programs to meet high priority issues. (See the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).)

### Funding from multiple sources

Our grants are usually made to cover the full cost of projects, with the exception of routine administrative or operational costs (See Section C3.2), which you should meet. The Trust recognises, however, that some large projects may require joint funding. In order for us to make fair decisions about allocating grants, setting funding priorities and avoiding duplication with other government agencies, you are required to advise us if you:

- have secured funding from another source for the same or related activities as those funded by the Trust (*Partnership funding component must be clearly identifiable e.g. CMA grant paying for salaries, Trust grant paying for materials, even if that funding has already been expended*)
- have current applications lodged with other funding sources
- receive other funding in the future for your project.  
(See Section C2 Other sources of project income)

The Trust will inform you of how it will progress your application if these circumstances arise.

### Retrospective funding

The Environmental Trust will not fund activities carried out before the grant is offered and accepted. You should plan to begin your proposed activity after 1 February 2009.

## About The Protecting Our Places Program (PoP)

### Aim of the Program

The aim of the program is to protect land that is culturally significant to Aboriginal people and to support education projects about the environment and its importance in Aboriginal life.

### Funding

A total of \$500,000 will be offered under the *Protecting Our Places* program in 2007. We offer grants of between \$2,000 and \$35,000.

Competition for financial support for *Protecting Our Places* projects is normally high.

### Objectives

The Objectives of the Protecting Our Places Program are:

- to restore or rehabilitate Aboriginal land or land that is significant to Aboriginal people.
- to educate Aboriginal and other communities about the local environment and the value Aboriginal communities place on their natural environment.

### Eligibility

To be eligible for a grant under the Protecting Our Places program:

- Your **organisation** must be eligible – see table below:

<b>Eligible organisations</b>	Any Aboriginal community group or organisation in NSW can apply for funding under the <i>Protecting Our Places</i> Program. <ul style="list-style-type: none"><li>• If you are an incorporated organisation you can apply directly.</li><li>• If your organisation is not incorporated you should nominate an incorporated organisation that will manage the money for you.</li><li>• Partnerships between Aboriginal and non-Aboriginal organisations are encouraged, but the applicant organisation/group must be Aboriginal.</li><li>• Your project must be guided and managed by a majority of Aboriginal people.</li></ul>
<b>Ineligible organisations</b>	Individuals, industry joint ventures, profit-distributing corporations.

- Your project must be aligned with one or more of the program objectives (see above).
- Your application must include an accurate detailed budget for the project.
- You must complete the Environmental Trust's Application Form, including 'Section C – Financial Information'.
- Your application must include names of two office-bearers in your organisation (e.g. Chairperson, Treasurer, CEO or Executive Officer) who are able to attest to the accuracy of the information within the application. Where the grant is being administered by another organisation, provide the name of the organisation and the name of a senior manager who has agreed to administer the grant on your behalf.
- Applications over \$20,000 must demonstrate that the organisation has appropriate professional, experienced project management skills to manage the project.
- Your application must be received by the closing date. Late applications will not be accepted and will be returned.
- **You must have submitted all progress and final reports for any previously Trust-funded project. Failure to do so may result in the Trust refusing to consider any new applications.** Note: that successful grants will require you to submit a progress report and final report (see the Trust's 'Guidelines for Reports')
- Applicants reliant on in-kind contributions must have a letter supporting these arrangements.

Unless your application satisfies all of the above conditions, it will be considered ineligible and will be returned to you.

Organisations may lodge a maximum of **three** applications.

The Environmental Trust **will not fund** the following activities under the PoP program:

- environmental audits and/or surveys
- projects already being funded by another funding program
- projects that do not have any environmental benefit: for example, those that merely beautify or only fence an area will not be funded
- cultural heritage projects that do not have a clear environmental benefit
- construction, restoration and rehabilitation of buildings
- projects that, in the normal course of events, are clearly the core business of Local or State Government authorities
- continuing administration/operational costs of organisations (See C3.2 administration costs)
- capital equipment purchases, unless it is more cost effective to purchase than to lease capital equipment for the life of the project
- restoration and rehabilitation activities where a known person or organisation can be held legally responsible for the task.
- projects that fund devolved grants (i.e. projects offering grants to other organisations)
- ongoing maintenance of projects to which organisations have committed as part of a previous grant
- reimbursement of salaries of existing State or Local Government staff who will be supervising or working on the project as part of their **usual** duties. However, the Trust will fund salaries of officers *to be employed specifically to work on the project*.

If you are seeking Trust funds for an officer currently employed by your organisation, including both community organisations and State/Local Government organisations, you will need to explain why the Trust is being asked to fund an already-existing employee. (For example, it may be that current employees are only employed on a part-time basis and that Trust funding is intended to cover the cost of continuing their employment for them to work on the funded project.)

### **Examples of projects that could be funded under this program**

Restoring the environment by:

- restoring sites of significance (e.g. midden protection through erosion control or revegetation where the current situation is having an environmental impact)
- protecting the environment through waste management/recycling
- planting native trees and grasses on your land to help stop erosion
- planting trees and bushes around water places to help improve water quality
- clean-up illegal dumping and put in place strategies to stop the reoccurrence of illegal dumping.

Educating the community by:

- setting up small tracks with educational signs about Aboriginal land management to educate others
- labelling/identifying plants and trees that are already growing in the wild that have traditionally been used as bush tucker or bush medicine
- planting trees and other plants for helping people identify and learn about local bush tucker and medicine (you must provide evidence of how these plantings will be used and describe how you will educate people in the use of bush tucker plants)
- educating others on waste management and how to stop prevention of illegal dumping
- develop brochures/pamphlets on Aboriginal land management.

These are not the only projects you can do, but they are examples of the types of projects that you can undertake. There are a number of project examples in *Planning Activities to Protect our Places – a Guide for Aboriginal Communities*, which you may find useful to refer to. Contact the Trust on (02) 8837 6093 if you would like a copy. You can also contact the Trust to discuss your project.

### **Role of an Administrator**

Community groups/organisations that are not incorporated may nominate another organisation to administer grant funds on their behalf. The Administrator must be a legal entity and Grant Agreements are prepared in the name of the administering body which is required to sign Grant Agreements on behalf of the grantee. Grant payments are made payable to the Administrator who is responsible for disbursing funds on the grantee's behalf and the preparation of financial reports

as specified in the Grant Agreement. It is expected that an agreement will have been reached between the grantee and the Administrator in relation to project management and submission of progress/final reports.

### **Partnerships**

Organisations are encouraged to form partnerships with other groups that can assist in the implementation of projects. Regional Landcare Associations, Catchment Management Authorities and local councils can all provide assistance in project planning, implementation and financial management.

### **Assessment criteria**

Selection for Environmental Trust grants is a statewide, merit-based process. Eligible applications will be assessed by a Technical Committee against the following assessment criteria.

## **Protecting our Places Program Assessment Criteria**

**Beside each Assessment Criterion you will see a reference to a section of the Application Form that contains questions relevant to that criterion.**

**Beneath each Assessment Criterion are points that the Technical Committee will consider in determining how well your application meets that criterion.**

\* See Glossary on page 15 of this document for definitions

### **1. Tangible benefits to the environment of NSW (see Questions 1–6 of the Application Form)**

- Clear explanation of the environmental issue to be addressed.
- Demonstrated need for the project, based on how it will make a difference to this issue.
- Degree of awareness of, and collaboration with, \*stakeholders who are involved in the same environmental issue.

### **2. Consistency with program aims and objectives (see Questions 7–10 and Questions 23-25 of the Application Form)**

- How well the project fits with the program \*aims and \*objectives and how likely it is that it will achieve the results planned for.
- How well the project addresses potential risks that could threaten the results of the project.
- How sustainable the project will be in the long term, how it is to be monitored and evaluated, and whether or not there will be positive flow-on effects for the environment and communities.

### **3. Demonstrated ability to deliver the project to a high standard (See Questions 16-21 of Application Form)**

- Sound project planning and methodology.
- New or different ideas.
- Degree of community involvement and how this will be achieved.
- Appropriate expertise in relevant fields and project management skills.
- Examples of similar projects completed successfully.

### **4. \*Efficiency and \*effectiveness (See Question 22 of Application Form)**

- \*Outputs and \*milestones clearly targeted towards achieving stated outcomes.
- Measurable stated outputs and milestones.
- Recognised \*risk factors and how risks will be managed.
- Feasible time frame for achieving outputs and milestones.

### **5. Value for money (See Questions 11–25 and Section C of Application Form)**

- The extent to which the budget supports the proposed outputs and whether it will ensure the success of the project overall.
- The likely environmental impact of the proposal relative to the amount of the grant.
- Appropriateness of the mix in the total budget for:
  - Materials and other direct project costs
  - Professional expertise
  - 'In-kind' support (e.g. equipment, machinery) from other organisations
  - voluntary expertise/labour.

## Submitting your Proposal and Getting Approval

### Documentation

The Application Form consists of **two parts**:

1. One is called *Grant Application Form: Protecting Our Places* and is a Word Document.
2. The other is called *Section C – Financial Information* – and is an Excel document.

Both documents can be obtained in hard copy from the Trust on (02) 8837 6093 and can be downloaded from the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au)

Because the Trust's staff will photocopy your application, you must type in the spaces provided on the application form and avoid attachments, except where they are requested. You must keep the finished application to the same number of pages as the original.

**Maps** – maps are an essential component of your application. A good map ascertains the scope of your project and allows the technical committee to better assess your project. They should be:

- A4 only (anything larger than A4 will not be sent to the technical committee)
- Lined maps with no solid blocks of colour (unless it is indicating the location/site of your project)
- Black and white – no colour reproductions will be made
- At least indicative to scale

All elements outlined in your application should be described in the map/s provided eg.

State/regional perspective for large-scale projects or more detailed local map for localised projects.

### Closing date for submission of proposals

If posting or hand-delivering, please send **two unbound copies** of the application form to the Trust. The Trust will accept applications by email, but only if you can email your entire application, **including all attachments**, e.g. maps, and CV's. Trust staff will not attach posted information to emailed applications. Therefore, if you cannot email your entire application, including attachments, please use post or hand delivery.

Your emailed application or the envelope containing your posted application must be received by the Trust by:

**Closing Date: 5.00 pm 30 May 2008**

### Where to send your completed Application Form

Submit your application by ONE of **three methods** (i.e. do not email AND post):

<b>Post to:</b> The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	OR	<b>Hand deliver to:</b> Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150	OR	<b>E-mail to:</b> <a href="mailto:info@environmentaltrust.nsw.gov.au">info@environmentaltrust.nsw.gov.au</a> <b><u>DO NOT FAX</u></b>
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### Acknowledgement of receipt of applications

You should expect acknowledgement of your application within 2 weeks of the closing date. This confirmation will include a unique reference number, which should be provided in all correspondence to and from the Trust. If you do not receive acknowledgement within 2 weeks, please contact the Environmental Trust on (02) 8837 6093.

**Note:** If you email your application, the Trust will acknowledge receipt of your email within 2 working days. If you have not received notification of receipt of your email within this time, it is your responsibility to contact the Trust to ensure that your email has been received.

### Notification of grant decisions

The Minister for the Environment, as Chairperson of the Trust, will publicly announce the successful applicants. This is expected to occur in December 2008 or January 2009. Applicants will also be notified in writing. Successful projects will receive funding in early 2009.

### Who to contact if you need further help

If you require further help with your application, please contact the Program Administrator by phone on (02) 8837 6093, or by e-mail at: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au).

## **Assessment and approval process**

After the closing date, Trust Administration staff will check whether your application is eligible and sufficiently complete for assessment purposes. All ineligible or incomplete applications will be returned. Trust Administration staff may also contact you or your nominated referees for further information about your application.

The Trust establishes a Technical Committee for each grants program. The Trust's Technical Committees are made up of people with knowledge and experience relevant to each grant program and include at least one representative of community groups and at least one representative of industry. Committee members agree to undertake their duties within the principals of ethical conduct – integrity, objectivity and independence. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The PoP Technical committee will assess the merit of your proposal by using the Assessment Criteria outlined previously and will make recommendations to the Trust. The Trust, having considered the Technical Committee's recommendations, determines which applicants will receive grants. Successful applicants may not receive the full amount requested and may be subject to special, as well as general, conditions of funding.

Unsuccessful applicants will have the opportunity to receive some feedback on their applications by contacting the Trust Administration staff.

Decisions by the Trust are final. There is no appeal process.

## **Conflict of Interest**

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant. This is particularly relevant where the project for which funds are being sought is to be undertaken on private land where that land is owned by a member or members of the organisation applying for the grant. The Trust **does** fund projects on private land and the situation described here does not exclude the project from being funded. The Technical Committee will assess each situation on its merits and environmental need.

## **Privacy**

We use the information you supply to us for processing and assessing your application. While we do not publicly release your application as a matter of policy, we may be required to do so under the Freedom of Information Act 1989 or other lawful requirement. If you require strict commercial and/or personal confidentiality, you should address this in your application.

## **Obligations of successful applicants**

Successful applicants will be required to:

- start your project within three months of receiving funding
- complete the project within two years
- demonstrate that any previous Environmental Trust grants received by your organisation are progressing to the Trust's satisfaction.
- provide written evidence of partnership funding where relevant
- confirm a start and completion date for stage 1 and 2 of the project (if applicable)
- confirm a final schedule of payment and reporting dates relative to project activities
- provide proof of land owners' approval to work on the project site and necessary permits from local, State and Federal authorities to undertake the project if applicable (a cover letter will suffice)
- provide a letter of support from the Municipal / Shire Council if your project is on their land or land managed by the Council
- sign a Grant Agreement that sets out terms and conditions associated with the grant
- provide evidence of appropriate insurance coverage (see section C3.1(f) Insurance)
- forward a tax invoice to the Trust for each instalment of their grant, plus GST, if applicable
- seek prior approval to alter proposed outputs, milestones or budget changes greater than 10%
- provide a progress report and comply with all conditions contained in the Grant Agreement

- provide a final report, including an independently certified financial statement of expenditure (where applicable), to enable the Trust to assess the project's outcomes
- provide a final report on project measures
- acknowledge the Trust's support in all promotional material or any public statement about your project. Your acknowledgement must include the Trust's logo in written material.

The Trust will monitor progress of projects. Funding is normally provided in staged payments, and continuing payments are dependent on satisfactory progress reports.

## Reporting on Project Measures

To assist the Trust to measure the impact/success of its funding programs, you will need to include specific project measures in your progress and final reports. A list of these project measures is located on the Reporting Guidelines section of the Trust website:

[www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).

## PART B: ADDITIONAL INFORMATION ON PREPARING YOUR APPLICATION

The information below may be useful when answering specific questions in your application. Not all of it may be relevant to your particular project, and you should use it as required.

### Monitoring and Evaluation

Evaluating your project enables you to determine whether you achieved what you set out to do. Applications that include a well thought out evaluation process demonstrate the feasibility of the project to the Technical Committee. Undertaking monitoring and evaluation (M & E) before, during and after a project allows for the measurement of progress against project objectives, as well as identifying areas where improved or alternative methods are required.

All applications for the Protecting our Places program need to identify how the objectives and outcomes of your project will be monitored and evaluated. Consideration should be given specifically to the monitoring techniques to be used (ie, quadrats, photopoints, surveys, focus groups, etc), and the project measures (listed in the application form) to be used to monitor project progress. Should your project receive funding, there is an expectation that a Monitoring and Evaluation (M & E) Plan will be prepared and submitted to the Trust within 60 days after signing the grant agreement. Further information on this is included on the Monitoring & Evaluation page on the Trust website at: [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).

### Taxation

#### Good and Services Tax (GST)

Before completing Section A 'Registration and Administration' and Section C 'Financial Information' of the Application Form it is important that you read the following information on GST.

If you, or the organisation administering the project, are registered for GST, **do not include any GST** in your budget when you fill in your application. The Trust will add GST to your grant payment.

If you, or the organisation administering the grant, are **not** registered for GST, include any GST that you will incur during the life of the project into your budget. If you need more information contact the Trust on the above phone number.

### Guide to Completing Question 22 – Project Plan

The following table has been prepared to give you an example of the types of project measures, risk factors and risk management strategies that may be used in a project with the following objective: **to clean up illegal dumping and restoration of the site**. The example below is based on a theoretical project that also includes environmental restoration. For those applicants wishing to undertake an educational project only, see points 4 and 5 of Stage 2 / KPIs reported against.



## Example

### Project Plan (Relevant to Assessment Criteria 4 & 5 – ‘Efficiency and effectiveness’ and ‘Value for money’)

- 22 (a)** Describe each major activity (outputs) you will undertake in each stage of the project and what you will see as a result of the activity (project measures). State the date by which it will be completed. Activities in each stage should relate to the amounts requested (see question 24).

#### Stage 1

<b>Output and Milestone</b> <i>NB: Include progress/final report in the list of outputs</i>	<b>Project Measure</b>
1. Illegal dumping hotspot/s identified and extent of problem characterised. 2. Photo reference points established 3. Adjoining landholder/s and neighbours assistance, local council and other stakeholders involvement sought 4. Indigenous and local media engaged to raise awareness and recruit volunteers. 5. Actions to clean-up and prevent illegal dumping at hotspot/s identified including a timeline for undertaking such action. 6. Contractors and workers (including volunteers) recruited and in-kind support committed 7. Potential work hazards identified and safety equipment obtained,	Map of land showing hotspot/s and access points Baseline data established. ‘Before shots’ – site photos taken showing illegal dumping hotspot/s Invitation sent to stakeholders seeking their involvement One editorial and calendar notice in <i>Koori Mail</i> . Interview with elders on Indigenous Radio Service local station Action plan developed with indicators of success Actions successfully undertaken. Number of people working on project. Number of hours worked Safety plan. Advisory session/s attended by all on-site workers about potential hazards. All workers provided with appropriate safety equipment.
8. Progress Report submitted to Environmental Trust	Progress report submitted by due date Progress report accepted

#### Stage 2

<b>Output and Milestone</b> <i>NB: Include progress/final report in the list of outputs</i>	<b>Project Measure</b>
1. Boulders, fencing and gates installed to prevent access to dumping hotspot/s 2. Signs installed warning about penalties for illegal dumping and surveillance. 3. Removal of general waste to centralised skip for transport to appropriate waste processing facility. 5. Re-usable or recyclable materials stockpiled separated and stored in a central point accessible by waste recycling specialists. 6. Rehabilitate affected land using native flora, sediment and erosion controls, decommissioning unwanted tracks and through re-vegetation and physical barriers 7. Submit final report	All access points to illegal dumping hotspot/s restricted Number of signs installed. Amount of general waste removed and legally disposed of. Amount of material reused or recycled. Area of damaged land revegetated. Length of tracks rehabilitated or decommissioned. Success rate of revegetation Report accepted

<b>Follow-up and monitoring after you submit your final report</b>	
Media engaged to promote successes, to reinform local community of site status and prevent further dumping.	One editorial and calendar notice in Koori Mail. Interview with elders on Indigenous Radio Service local station Media release sent to other media organisations
Surveillance and patrol of the hotspot/s	Regular patrol of hotspot/s. Dumping incidents recorded and reported to local authority.
<b>Difficulty/Risk Factor</b>	<b>How Difficulty Will Be Managed</b>
<ol style="list-style-type: none"> <li>1. Contaminated matter found</li> <li>2. Drought conditions</li> <li>3. Project manager resigns</li> </ol>	<ol style="list-style-type: none"> <li>1. Seek assistance with removal from relevant agencies</li> <li>2. Arrange hand watering of vegetation planted</li> <li>3. Have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress.</li> </ol>

## Guide to Completing Section C – Financial Information

Section C of the Application Form – Financial Information – is an Excel document and is separate from the main Application Form. Both parts must be submitted and both can be downloaded from the Trust's website [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au). If you complete Section C electronically (i.e. in MS Excel), the figures you enter will be totalled automatically. However, you also have the option of completing this document by hand. If you choose this option, please take extra care to ensure that your figures are calculated correctly.

There is one worksheet with three sections in the Excel file, C1: Summary of Project Budget; C2: Other Sources of Project Income; and C3: Detailed Grant Expenditure Breakdown: All costing in your budget needs to be detailed, reasonable and justifiable, especially where individual items comprise a large proportion of the overall budget. Detailed costing ensures that your budget is well planned and linked to the objectives and outputs of your project. The Trust will fund reasonable, justified costs for salaries and consultancies, including costs for recruitment advertising.

### In-kind contributions

The Trust values the ability to secure in-kind contributions, as it reflects support for your project and good value for money. Therefore, please outline in-kind contributions from both your organisation and other sources under Question 17. Where possible, please give a value to these contributions. **Do not include in-kind contributions in any part of Section C.**

### Section C1 Summary of project budget

This section is an overview of the total project budget, including both Trust and other sources of funds. When developing your budget, remember the importance of linking your spending with the project outputs you want to achieve. If your project is more than a year in length, not all funding can be received in Year 1. Progress payments will be linked to progress reports (see question 24). In the relevant columns, enter the amounts you require from the Trust stage by stage and then partnership funding figures ('Other Sources') for direct project costs and administration costs. Make sure the values you enter in this section correspond with the description of items you listed in Sections C2 and C3.

### Section C2 Other sources of project income

In this section you need to outline all successful and pending applications for partnership funding or contributions from your organisation (Other Sources) for the project. You need to include information on all organisations you have applied to, which may include Federal, State and Local Government departments, other Trusts and Foundations, and Corporate sponsorship options. You also need to list the items for which you have sought funding, e.g. salaries, equipment or materials. You need to provide written evidence of partnership funding that has been secured at the time of applying for the grant. If you have outstanding applications for funding at the time of applying to the Trust, then written evidence of partnership funding needs to be provided once it has been secured.

**The Trust will not provide funds to duplicate project work that is being funded through other sources. Therefore, you need to tell the Trust if you have applied to other funding organisations for the project funds you are seeking from the Trust.**

### **Section C3 Detailed grant expenditure breakdown**

In this section you need to provide a detailed breakdown of calculations for each line item total. It is important that you show as much detail as possible, particularly for line item costs of \$10,000 or more. For example:

#### **C3 Description / Details**

<b>1(a) Salaries</b>	<b>TRUST</b>	<b>OTHER</b>	<b>TOTAL</b>
Project officer	25,920		25,920
<b>Should be shown as:</b>			
Project officer @ \$27/hr x 20 hrs/wk x 48 weeks	25,920		25,920
<b>1(c) Consultancy / Contractor Costs</b>			
XYZ Company - Bushcare contractors	9,600	10,000	19,600
<b>Should be shown as:</b>			
XYZ Company - Bushcare contractors @ \$35/hr x 7 hrs/week x 80 weeks	\$9,600	10,000	19,600
<b>Or another example</b>			
ABC Environmental Consultants-project management (see attached breakdown of costings)	35,000		35,000

These totals need to be broken down by stage in Section C.1.

#### **C3.1 (a) Salaries**

This section can include salaries for project supervision, project manager/coordinator or any other project employees.

As noted on page 4 of the Guidelines, the Trust will not pay for staff already employed by your organisation who will be supervising/project-managing or working on the project as part of their usual duties. The Trust will however, pay for staff employed specifically on your project and you may include these costs in your application.

Salary costs shown in C3.1 (a) should not include on-costs. These must be shown separately in C3.1 (b).

It is expected that salaries will be in line with industry standards and you need to show that you have calculated amounts on the basis of reasonable pay rates. It is also expected that staff working conditions will be in accordance with all applicable laws. This includes meeting OH&S requirements. Please provide a copy of the job description for the relevant roles.

It is expected that staff employed on your project will be selected on merit. If you are recruiting new staff, a full position description must be included with your application. If you already have a particular person in mind for the position **being funded by the Trust** you must include their CV (2 pages maximum) to allow Technical Committee members to determine if they have the correct skills and experience for the job. You do not need to include CVs for local/state government employees who are working on the project as part of their usual duties.

#### **C3.1 (b) Salary On-costs**

These costs need to be directly related to the **Trust-funded positions** and cannot exceed 26%. You must describe exactly what costs are being covered (e.g. superannuation, workers compensation, payroll tax, leave loading etc) and show the breakdown of how these figures have been calculated.

#### **C3.1(c) Consultancies and contractors**

All consultants and contractors should be chosen on their merits and ability to effectively deliver the work. It is expected that you will select contractors or consultants using a competitive process, in particularly where the value of the contract or consultancy or contract exceeds \$5,000 in total. You must provide contractors' or consultants' briefs to the Trust at the time of applying for the grant. If you have already chosen a contractor or consultant at the time of applying, you need to describe the selection process that you used. State why the consultant or contractor was chosen and provide us with their brief and CV (maximum 2 pages).

For all consultants/contractor fees totalling \$10,000 from a single provider, you must either include an additional attachment to your financial information detailing costs against activities to be undertaken or show the breakdown at 3C.1(c).

**Note:** Use of Bush Regeneration Contractors – costs claimed for this budget item must be within industry standards. Information on these standards is available on the AABR website's Schedule of Rates ([www.aabr.org.au](http://www.aabr.org.au)). Note however, that in 2008 the Trust will fund up to a maximum of \$38.00 per hour for bush regenerators and \$42.00 per hour for Supervisors, inclusive of on-costs.

### **C3.1 (d) Materials**

The Trust encourages bulk-buying of materials so that you can purchase materials at a competitive rate. A good reference point for nurseries that provide bulk-billing sales is the AABR website [www.aabr.org.au](http://www.aabr.org.au) or your Regional Natural Resource Facilitator (based at CMAs [www.cma.nsw.gov.au](http://www.cma.nsw.gov.au)).

**Provide a cost breakdown for materials that you want the Trust to fund:** The Trust understands that, depending on the project objectives, the types of materials and related costs will vary from project to project. Therefore, all costings need to be detailed, reasonable and justified.

**Equipment hire or purchase:** In general, the Trust does not fund capital purchases but will cover reasonable hire costs for equipment required for the project. You need to seek quotes for hire items and choose the most competitive. The Trust generally does not fund the purchase of camera or computer equipment.

### **C3.1 (e) Transport costs**

Provide a breakdown of transport-related costs that you want the Trust to fund. This can include reasonable costs for freight, transport and other travel expenses. All costings need to be detailed, reasonable and justified.

### **C3.1 (f) Insurance**

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your measures, works, activities and volunteer personnel. You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance. If your application is successful, you will need to provide written proof to the Trust that all necessary insurance is in place. Your application can include costs of relevant insurance premiums for the duration of the grant.

### **C3.1 (g) Other direct project costs**

The Trust will fund other reasonable direct project costs that have not been covered under other categories described above. This could, for example, include costs for project publicity or recruitment advertising.

### **C3.2 – Administration costs**

The Trust recognises that there is a cost to receiving organisations for managing grant projects. In most cases grant recipients absorb these costs as an in kind contribution to the project, however, the Trust is able to pay these costs when detailed and justified. Any administration costs paid using Trust funds need to be **directly related to the funded project** and not include any ongoing or regular administration costs of your organisation. Costs that the Trust will fund include accounting fees for independent certification of project funding expenditure (this **excludes** State and Local Government-funded organisations) and the costs of documenting your project findings. These costs **cannot not exceed 10%** of the amount you are requesting from the Trust for your **Direct Project Costs**, excluding Salary on-costs, and in most cases would be significantly less. The Trust may approve grants while conditioning or amending Administration costs.

## **Further Information Sources**

Workshops will be held to help applicants prepare applications. Contact the Trust for locations and dates. You may wish to contact the Program Administrator on (02) 8837 6399 for additional help.

The following resources may also be helpful in preparing an application for a *Protecting our Places* project:

- **Planning Activities to Protect our Places – a Guide for Aboriginal Communities.** (See page 4 of these Guidelines for details.) We strongly advise that you read this document before completing your application.
- **The NSW Aboriginal Land Council** can give you information about the land your project is on and on how to develop your project in conjunction with local Aboriginal communities and organisations. Click on the NSW Aboriginal Land Council (NSWALC) website below for details of local Aboriginal land councils in your area [www.alc.org.au](http://www.alc.org.au) or phone (02) 9689 4444.
- **NSW Department of Environment and Climate Change (DECC), Cultural Heritage Division.** Aboriginal Cultural Heritage and Conservation Officers are located at Regional and Area offices. Click on the website below to find your nearest office <http://www.environment.nsw.gov.au/contacts/> or phone (02) 9995 5000.
- You may also be interested in reading information about Aboriginal people and biodiversity at [www.environment.nsw.gov.au/nswcultureheritage/Biodiversity.htm](http://www.environment.nsw.gov.au/nswcultureheritage/Biodiversity.htm).
- **Greening Australia** has a number of guides on such projects as riparian rehabilitation and collection and treatment of native seed, phone (02) 9560 9144.
- **Your local Council** should be able to provide you with information about its Local Environmental Plans as well as successful environmental projects in your district.
- **Landcare** for information on local landcare groups and links to other websites that provide information to assist with restoration and rehabilitation [www.landcareonline.com](http://www.landcareonline.com).
- **Catchment Management Authorities** have Aboriginal Community Support Officers and Catchment Officers – Aboriginal, working from regional offices across NSW. See [www.cma.nsw.gov.au](http://www.cma.nsw.gov.au) for your local office contact details.
- An issue you may need to consider is whether the location of your proposed project is affected by native title. Information on this issue is available from **NSW Native Title Services** on 1800 111 844 or the National Native Title Tribunal on 1800 640 501.

**If your project is educational** you may wish to contact the following organisations for help in developing your project, particularly with reference to reaching your target audience, contributing to a wider educational project for Aboriginal communities State-wide, correct use of indigenous language and documenting oral history.

- **Aboriginal Educational Consultative Group (AECG)** [www.nswaecg.com.au](http://www.nswaecg.com.au) or phone (02) 9550 5666 for regional or local office contact details.
- **Federation of Aboriginal and Torres Strait Island Languages (FATSIL)** provides help in the development of community-based educational programs via print, video and CD. See website [www.fatsil.org/lgs.htm](http://www.fatsil.org/lgs.htm) or phone (03) 9602 4700.  
Your local FATSIL Language Centre provides an information and resource base for community language programs. See the NSW Indigenous Languages Directory website [www.fatsil.org/links/nild.htm#NSW](http://www.fatsil.org/links/nild.htm#NSW).
- **NSW Aboriginal Heritage Council** offers information on 'Interpretation Projects' that have been undertaken throughout the State under their Heritage Funding program and can advise you on how to register and protect heritage items. See website [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au) or phone: (02) 9873 8500.

**The following list of Aboriginal Media Services** may be of use in planning community involvement or promoting your project.

#### Newspapers

<b>Koori Mail</b> <a href="http://www.koorimail.com">www.koorimail.com</a> <a href="mailto:Editor@koorimail.com">Editor@koorimail.com</a> Free Ads in 'Calendar' page Ph: (02) 6622 2666 or Fax: (02) 6622 2600	<b>National Indigenous Times</b> <a href="http://www.nit.com.au">www.nit.com.au</a> <a href="mailto:editor@nit.com.au">editor@nit.com.au</a> Ph: 1300 786 611 or Fax: 1300 786 622
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#### Radio

<b>National Indigenous Radio Service</b>	Web: <a href="http://www.nirs.org.au">www.nirs.org.au</a>	E-mail: <a href="mailto:info@nirs.org.au">info@nirs.org.au</a>	
There are numerous indigenous radio stations linked with the National Indigenous Radio Service and located throughout New South Wales. These are as follows:			
Sydney	(02) 9564 5090	Bourke	(02) 6872 1065
Taree	(02) 6551 3131	Lismore	(02) 6620 3929
Coonabarabran	(02) 6842 5262		

## Catchments

There are 13 Catchment Management Authority regions in New South Wales. (See [www.cma.nsw.gov.au](http://www.cma.nsw.gov.au) for catchment maps). On page 1 of your application you are required to include the catchment area in which your project will be undertaken. The Trust requests that you use only the 13 CMA regions in NSW and not use subcatchments, with the exception of the greater Sydney region i.e. use only:

- Border Rivers/Gwydir
- Lachlan
- Murrumbidgee
- Southern Rivers
- Central West
- Lower Murray Darling
- Namoi
- Western
- Hunter/Central Rivers
- Murray
- Northern Rivers
- **OR**

If your project is in the **Hawkesbury-Nepean CMA** or **Sydney Metropolitan CMA** regions you are required to identify your subcatchment for these areas i.e.

For projects within the Hawkesbury-Nepean CMA – choose from one of the subcatchments below

- Hawkesbury Nepean or
- South Creek

or for projects within the Sydney Metropolitan CMA – choose from one of the subcatchments below

- Parramatta River,
- Middle Harbour,
- Georges River,
- Cooks River,
- Northern Ocean Beaches or
- Southern Ocean Beaches.

To assist you to determine which subcatchment you are in, refer to the maps covering these two CMAs ([www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au)). Please note that these maps are a guide only, and if you cannot determine the specific subcatchment for your project, you should contact Sydney Metropolitan CMA on (02) 9895 7898.

## Are you planning a bush regeneration project?

The Environmental Trust funds many bush regeneration projects. To ensure the best environmental outcome of these projects, we have agreed on some general principles in relation to assessment of grant applications.

Proposals should:

- comply with an existing regional/local plan of management, where possible
- incorporate follow-up work over an appropriate period (PoP grants can run for up to two years)
- allow sufficient time for natural regeneration from the existing seed bank where possible (propagation and seed collecting should not be undertaken as a matter of course – the need for planting should be justified)
- employ suitably qualified people trained in bush regeneration and plant identification (see section C3.1 (c))
- provide evidence of how existing environmental studies, assessments or plans are being incorporated into the project
- give details of how the success/progress of projects will be monitored or measured.

There are many resources that may provide you with information and guidance when preparing your grant application.

- The National Trust also has a number of pamphlets about natural plant regeneration. These are available from the National Trust (phone 02 9258 0123) or can be accessed on the National Trust's website [www.nsw.nationaltrust.org.au](http://www.nsw.nationaltrust.org.au).
- There are a number of publications for monitoring bushcare projects, including *Guidelines for Monitoring a Bushcare Project*. This publication is available from the Hawkesbury Nepean Catchment Management Authority, Windsor (phone 02 4577 4243) or from the Australian Association of Bush Regenerators website: [www.aabr.org.au](http://www.aabr.org.au). We recommend that larger projects incorporate such protocols into their planning and reporting.
- The Environmental Trust also has a DVD and video available for groups wishing to undertake restoration and rehabilitation projects. *Getting Started in Bush Regeneration* explains how a community group might set up a bush regeneration site and demonstrates weed control techniques. It is available in DVD or video through the Trust's website at [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au).

## Are you planning to undertake a bush tucker project?

While bush tucker projects may be considered to be restoration and rehabilitation projects, in most cases they have an educational focus. Therefore the Trust requires you to demonstrate, in your application, how you are going to use the plantings and how the species to be used relate to local culture. Due to the large number of applications received for bush tucker projects the Trust has prepared a one-page information sheet that provides details of where you can go for assistance along with the best plants to use in your area and a recommended price range for purchasing plants.

**Threatened species/endangered ecological communities:** a number of applications focus on threatened species/endangered ecological communities issues. If your grant application is to rehabilitate or restore habitats relating to either or both issues you will need a licence from the DECC. All projects that have a threatened species component should be discussed with the relevant threatened species staff at DECC prior to being submitted. There are 4 Threatened Species Units in NSW and their contact details follow: Sydney Metropolitan Branch (Hurstville) – (02) 9585 6678; South Branch (Queanbeyan) – (02) 6298 9700; North West Branch (Dubbo) – (02) 6883 5330; North East Branch (Coffs Harbour) – (02) 6651 5946. Confirmation of your discussions including the name of the officer you consulted with will be required in your application.

## Glossary

<b>Aims</b> A statement of what the project is hoping to achieve in the longer term
<b>Objectives – How to get results</b> Objectives define what is going to be done in the short term. These are more specific than aims.
<b>Outputs</b> Outputs are activities or products. They lead to achievement of objectives. Outputs include progress and final reports.
<b>Milestones</b> Milestones are significant outputs (activities or products). They relate to dates by which specific outputs will be achieved. They map out the key steps for the project and set dates for each step along the way.
<b>Outcomes – Results</b> The outcome is the actual change in the environment as a result of the project activities.
<b>Partners:</b> Individuals or organisations that have reached a formal agreement to collaborate on a project. They directly contribute to the project with time, money and resources, and incur any risks and benefits from it.
<b>Project Measures</b> Show the efficiency and effectiveness with which outcomes are being achieved against the objectives of the project. They are used to judge the impact of a project.
<b>Stakeholders</b> Are various individuals and groups who have a direct interest in, and may be affected by, the project. It is important to involve them early, actively and continuously throughout the project, as they have a stake in its long-term benefits.
<b>Effectiveness</b> The extent to which the project outcomes are achieved by the project.
<b>Efficiency</b> The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.
<b>Risk factors</b> Things that could occur and could have a negative effect on the overall outcome and long-term sustainability of a project or delivery of a certain output
<b>Evaluation</b> An assessment to determine whether the project objectives were achieved. From an evaluation we can determine what worked and what could have been done better. This information will enable project managers to learn from mistakes and achieve a better-managed project next time.