



ENVIRONMENTAL RESTORATION AND REHABILITATION PROGRAM

GUIDELINES FOR APPLICANTS

CLOSING DATE: 5.00 PM 23 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 Climate Change NSW.

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 annual grants programs run by the Trust include Environmental Restoration and Rehabilitation; Protecting our Places (for Aboriginal organisations) Environmental Education; Eco Schools; Environmental Research and other programs to meet high priority issues. (See the Trust's website 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 to those funded by the Trust
- have current applications lodged with other funding sources
- receive other funding in the future for your project.

(See Section C2 Other Funding Sources)

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

The Trust encourages applicants to develop projects which include partnerships, collaboration, other funding sources and in-kind contributions. These all tend to improve outcomes of projects and will make your application more competitive.

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 Environmental Restoration and Rehabilitation Program (R&R)

Aim of the Program

The aim of the Restoration and Rehabilitation (R&R) program is to facilitate projects of significant environmental benefit to NSW, run by community organisations and state and local government organisations. Through these projects, we also aim to improve the capacity of communities and organisations to protect, restore and enhance the environment.

Funding

The total funds to be offered under the R&R program in 2008 are as follows:

- \$1,500,000 will be allocated to the Community Organisations program
- \$1,500,000 will be allocated to the State and Local Government program.

Grants of between \$5,000 and \$100,000 are available.

Competition for funds for Environmental Restoration and Rehabilitation projects is normally high. In the last grants round, for example, there were 73 applications requesting \$5.15 million. A total of 44 applications, totalling \$3.05 million, were successful.

Projects can last for a maximum of three years and may be undertaken on public or private land.

Objectives

The Objectives of the Environmental Restoration and Rehabilitation Program are:

- to restore degraded environmental resources, including rare and endangered ecosystems
- to protect important ecosystems and habitats of rare and endangered flora and fauna
- to prevent or minimise future environmental damage
- to enhance the quality of specific environmental resources
- to improve the capacity of eligible organisations to protect, restore and enhance the environment.

Other Types of Projects

The Trust welcomes applications for projects other than traditional restoration projects. Projects that address impacts of pollution and waste are encouraged as well as any other projects that address the program objectives and are not core business of your organisation.

Eligibility

To be eligible for a grant under the R&R program:

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

	Community	State and Local Government
Examples of eligible organisations	Community organisations including community groups, incorporated associations (community or industry associations), cooperatives, companies limited by guarantee Note: Community organisations such as bushcare groups which are not incorporated, are eligible to apply, but only if they arrange for the grant to be administered by a Council or other non-profit organisation. (See Role of Administrator pg 4).	State Government organisations and statutory committees, Councils (as defined in the Local Government Act), Regional Organisations of Councils and other local-government-controlled organisations.
Examples of ineligible organisations	Individuals, industry joint ventures, profit-distributing corporations and all organisations that are eligible for State and Local Government program grants.	Individuals, industry joint ventures, profit-distributing corporations (including government entities that have shareholders & distribute profits) and all organisations that are eligible for Community Organisations program grants.

- 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.
- Your application must be received by the closing date. Late applications will not be accepted and will be returned.
- You must be able to demonstrate that previous grants are progressing satisfactorily. Failure to do so may result in the Trust refusing to consider any new applications.

Unless your application satisfies all of the above conditions, it will not be forwarded to the Technical Committee and your application will be returned to you.

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

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

- 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.)

Role of an Administrator

Community groups/organisations who 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 who are 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.

Maintenance of Grant-funded Works

If works funded through a Restoration and Rehabilitation grant cannot be completed over the life of a grant (for example, bush regeneration works will often take 10 years or more, even though much of the works can be done in the first three years) or will need to be maintained after the life of the grant (for example, de-silting of a constructed wetland), then details must be given of how the project outcomes will be maintained and who will carry out the work.

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.

Environmental Restoration & Rehabilitation 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 13 of this document for definitions

1. Tangible benefits to the environment of NSW (see Section B1 & B2 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. (Note: this is particularly important in the State and Local Government program.)

2. Consistency with program aims and objectives (see Section B3 of the Application Form)

- The extent to which the proposal is aligned with program *aims and *objectives, including the extent to which tangible *outcomes are clearly identified.
- 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 Sections B4, B5 & B6 of the Application Form)

- Sound project planning and methodology.
- Degree of originality or innovation of your approach.
- Degree of community involvement and how this will be achieved.
- Appropriate expertise in relevant fields.
- Demonstrated management skills and relevant experience.

4. *Efficiency and *effectiveness (See Section B7 of the Application Form)

- *Outputs and *milestones clearly targeted towards achieving stated outcomes.
- Measurable stated outputs and milestones both *quantitatively and *qualitatively.
- How well the proposal addresses risk factors that have the potential to jeopardise the achievement of proposed outcomes .
- Feasible time frame for achieving proposed outputs and milestones.

5. Value for money (See Sections B5, B6 & B7 and Section C of the Application Form)

- The extent to which the budget supports the proposed outputs and whether it will ensure the viability of the project overall.
- The likely environmental impact of the proposal relative to the total claim on program funds.
- 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 applicant and 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: Restoration and Rehabilitation* and is a Word Document.
2. The other is called *Restoration and Rehabilitation 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.

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. Note that substantial changes have been made to Section C – Financial information in 2008.

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. It is important for the committee to be able to assess the scale and definition of your project area. Maps 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
- 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, CV's (**2-page maximum**). 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 23 May 2008

Where to send your completed Application Form

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

Post to: The Administrator Environmental Trust PO Box 644 PARRAMATTA NSW 2124	OR	Hand deliver to: Environmental Trust Level 2, 1 Fitzwilliam Street PARRAMATTA NSW 2150	OR	E-mail to: info@environmentaltrust.nsw.gov.au <u>DO NOT FAX</u>
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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 EOI or 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

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. Technical Committee members may also contact you or your nominated referee for clarification of application details, if needed. They are also required to keep all matters concerning applications confidential and to declare any potential conflict of interest.

The R&R 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 (or relatives) of the organisation applying for the grant; where members or relatives of members of the organisation are potentially contractors or could be employed or gain financially from the project; or where works carried out by the project could create current or future financial or other benefit for members of the organisation applying for the grant, or their relatives.

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:

- 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 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 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, if applicable
- seek prior approval to alter proposed outputs, milestones or budget variations more than 10%
- provide progress reports 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
- a 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.

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.

Partnerships

Do not underestimate the importance of partnerships when planning your project. Obtaining the support of other organisations/groups can significantly add value to a project by spreading 'ownership' of the project to a wider audience and sharing responsibility for the project outcomes. You should provide evidence of your project partners' support when submitting your application.

Monitoring and Evaluation

Evaluating your project enables you to determine whether you have 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) during implementation and after project completion allows for a measurement of progress against project objectives as well as identifying areas where improved or alternative methods are required. All grant applications for Environmental Trust programs need to include a sound, well developed monitoring and evaluation process to assist in demonstrating a project's value. Additionally, results from M & E will help to provide a basis for future project concepts, and feed in to program project measures.

All applications for the Restoration and Rehabilitation 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.

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 B7 – Project Plan

When planning your project ensure that you have allowed enough time to achieve your proposed outcomes. For example, most vegetation projects require at least two years maintenance. Trust grants can run up to three years.

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 **wetlands restoration and rehabilitation project**. The *example below* is based on a theoretical project and does not represent the definitive word on environmental restoration and rehabilitation project planning.

EXAMPLE PROJECT PLAN

B7 Project Plan
(Relevant to Assessment Criteria 4 & 5 – 'Efficiency and effectiveness' and 'Value for money')

B7.1(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 year should relate to the annual amounts requested (see section C1).

Year 1 / Stage 1

Milestone	Outcomes/Outputs	Project Measure	Completion Date
1. Staff recruitment	<ul style="list-style-type: none"> Ecologist and project volunteers engaged 		Mar 07
2. Completion of site survey	<ul style="list-style-type: none"> Comprehensive site inventory including veg condition and birdlife (with waterbugs and frogs included if expertise is available) 	Baseline: Extent and condition of native vegetation Baseline: Number of species of weeds on site Baseline: % of weed coverage on site Baseline: Number/extent/condition of key environmental indicators in target area	May 07
3. Draft project management plan and log prepared	<ul style="list-style-type: none"> Draft plan prepared and approved. Log prepared. Inventory information entered into log 		Jun 07
4. Photopoints of reference sites taken	<ul style="list-style-type: none"> Initial site photographs taken Reference point markers established Information entered into log Visual baseline for site prepared 	Baseline: Extent and condition of native vegetation	Jun 07
5. Site prepared for project	<ul style="list-style-type: none"> First working bee held 		Jul 07
6. Community awareness survey completed	<ul style="list-style-type: none"> Survey of site users undertaken Promotional material developed Baseline of knowledge of environmental issues established 	Baseline: Knowledge of environmental issues	Aug 07
7. Stage 1 removal of weeds/rubbish completed	<ul style="list-style-type: none"> Reduced number of weeds and volume of rubbish on site 	% of site cleared of weeds % of site cleared of rubbish % of weed coverage on site	Oct 07

8. Stage 1 Planting completed	<ul style="list-style-type: none"> Increase in number of indigenous vegetation species on site 	Number of hectares planted with locally indigenous species % of site replanted Number of plants planted	Jan 08
9. Progress report completed and submitted to the Trust	<ul style="list-style-type: none"> Progress report accepted 		Feb 08

Year 2 / Stage 2

Milestone	Outcome/ Output	Project Measure	Completion Date
1. Stage 2 Planting completed	<ul style="list-style-type: none"> Increase in locally indigenous species planted on site. 	Number of hectares planted with locally indigenous species % of site replanted Number of plants planted	Jun 08
2. Erection of fencing and access gates completed	<ul style="list-style-type: none"> Fencing established around the site Restored area protected 	Area of revegetated land fenced Number of kilometres of fencing erected	Aug 08
3. Second site survey completed	<ul style="list-style-type: none"> Updated information on locally indigenous plant species, health and survival rate of planted vegetation, incidence of weed regrowth and diversity in birdlife recorded in log 	Extent and condition of native vegetation Number/extent/ condition of key environmental indicators in target area Number of species of weeds on site % of weed coverage on site % of site containing rubbish	Oct 08
4. Second photographic survey completed	<ul style="list-style-type: none"> Updated information on condition of the site Updated images of sites obtained and logged. 	Extent and condition of native vegetation	Nov 08
5. Interpretive signage installed	<ul style="list-style-type: none"> Generation and installation of signs providing information on wetland species to recreational users 		Dec 08
6. Stage 2 weed removal completed	<ul style="list-style-type: none"> Reduced number of weed species and extent of weeds on site 	% reduction of weed species on site % of site cleared of weeds/ rubbish	Jan 08
7. 2 nd progress report submitted to Trust	<ul style="list-style-type: none"> Report submitted and accepted 		Feb 09

Year 3 / Stage 3

Milestone	Output/Outcome	Project Measure	Completion Date
1. Final site survey completed	<ul style="list-style-type: none"> Updated information on locally indigenous plant species, health and survival rate of planted vegetation, incidence of weed regrowth and diversity in birdlife recorded in log 	Extent and condition of native vegetation Number/extent/ condition of key environmental indicators in target area Number of species of weeds on site % of weed coverage on site % of site containing rubbish	Sep 09
2. Final photographic survey completed	<ul style="list-style-type: none"> Updated information on condition of the site Updated images of sites obtained and logged. 	Extent and condition of native vegetation	Oct 09
3. Community awareness survey completed	<ul style="list-style-type: none"> Increased understanding of the importance of the wetland environment, and of the rehabilitation work undertaken 	Change in knowledge of environmental issues	Oct 09

4. Final report submitted to Trust	• Final report submitted and accepted		Feb 10
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B7.1(b) What are some of the potential difficulties and risks that could hinder progress on the project and how will you manage them?

Risk Factor	How Risk Will Be Managed
1. Poor quality effluent, stormwater or tailwater draining into wetland channels or pipes draining wetlands	1. Meet with adjoining property owner(s) and discuss objectives of the project and strategies for alternative management of drainage
2. Catastrophic event (e.g. fire, vandalism)	2. Note and record regeneration, replant if necessary. Improve education of local community.
3. Area heavily grazed	3. Meet with stock owner(s) and discuss objectives of the project and strategies for management of grazing
4. Change of ownership of site	4. Discuss ongoing management with new owner
5. Feral animals found	5. Fencing, active pest control (shooting, poisoning, biological control, ripping, etc.) – seek advice from qualified personnel
6. Weed regrowth	6. Active weed control (weeding, mulching, poisoning, etc.)
7. Loss of site inventory and photographs	7. Ensure inventories and survey results are presented electronically and in hard copy and kept in two places
8. Project manager resigns.	8. Have more than one person familiar with/responsible for the project's aims and objectives who is kept up to date on progress.

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. 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 Questions B6.3 and B6.4. 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 section B7.1). In the relevant columns, enter the amounts you require from the Trust year by year 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

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

These totals need to be broken down by year 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 (maximum **2-page summary**) 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, then 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-page summary).

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 Australian Association of Bush Regenerators (AABR) website's Schedule of Rates (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 or your Regional Natural Resource Facilitator (based at CMAs 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 will 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

The Trust strongly recommends that you consult with government agencies that may be able to assist you with your application in terms of technical expertise or in-kind support. Catchment Management Authorities (CMAs) are a particularly useful source of information regarding natural resource management priorities within your catchment. Each CMA has staff specifically designated to assist the community and local government in obtaining funds and linking with broader regional programs. You can obtain catchment maps and contact details on www.cma.nsw.gov.au. The following resources may be helpful in preparing an application for a Restoration & Rehabilitation project:

- a Guide developed by the National Landcare and Program Evaluation Coordinators called *Setting up for Success – a Guide for Designing, Managing and Evaluating Projects* is available from the Department of Agriculture, Fisheries and Forestry website. http://www.daff.gov.au/natural-resources/landcare/publications/setting_up_for_success.
- Your local CMA may be able to provide information on environmental restoration and rehabilitation projects that have worked successfully in your area. See www.cma.nsw.gov.au for a list of regional offices. Also in partnership with DECC, a *Guide to Photo Point Monitoring* has been developed for project monitoring purposes and can be obtained via email request to the Trust.
- Greening Australia has a number of guides on such projects as riparian rehabilitation and collection and treatment of native seed. They can be sourced from: <http://live.greeningaustralia.org.au/GA/NAT/TipsAndTools/exchange/bto/>.

Your local Council may be able to provide you with information about its Local Environmental Plans as well as successful environmental projects in your district.

Are you Planning a Bush Regeneration Project?

The Restoration & Rehabilitation program funds many projects on bush regeneration. 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 (grants can run for up to three 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, measured and evaluated
- give details of how the site will be maintained subsequent to the funding.

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

- Greening Australia's *Management Principles to Guide the Restoration and Rehabilitation of Indigenous Vegetation* has been developed to guide the process of indigenous revegetation work in a context of ecosystem restoration. This document is available from Greening Australia (phone 02 9560 9144), or can be accessed on the Trust's website www.environment.nsw.gov.au/grants/restoration.htm.
- 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 <http://www.environment.nsw.gov.au/grants/restoration.htm>.

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 [four Biodiversity Conservation Sections that deal with Threatened Species matters](#) in NSW and their contact details follow:

- Sydney Metropolitan Branch (Hurstville) – (02) 9585 6678;
- South Branch (Queanbeyan) – (02) 62989715;
- 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.

Catchments

There are 13 Catchment Management Authority regions in New South Wales. (See 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 sub-catchments, 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** you are required to identify your **sub-catchment**:

- Hawkesbury Nepean or
- South Creek

The Environmental Trust is required to report on some specific sub-catchments within the **Sydney Metropolitan CMA**. These are:

- Parramatta River,
- Middle Harbour,
- Georges River,
- Cooks River,
- Residual Sydney Harbour
- Residual Botany Bay
- Sydney Metropolitan - Other

To assist you to determine which sub-catchment you are in, refer to the maps covering these two CMAs (<http://www.environment.nsw.gov.au/grants/catchments.htm>). Please note that these maps are a guide only. If your project is not located in an area on the maps provided, please state 'Sydney Metropolitan Other' on your application.

Glossary

Definition	Example	(Examples relate to a project on salinity.)
<p>Effectiveness The extent to which the project outcomes are achieved by the project.</p>		
<p>Efficiency The extent to which the project outcomes are achieved at a reasonable cost and in reasonable time.</p>		
<p>Evaluation An assessment to determine whether the project resulted in meeting the objectives it set out to achieve. From an evaluation we can determine whether there might be more efficient ways of achieving results.</p>		
<p>Milestones Milestones are used as markers of progress within a project. They relate to dates by which specific outputs/outcomes will be achieved and map out key steps for the project.</p>	<p>Map of salinity recharge and discharge areas produced by January 2005. One demonstration site established in each of the five priority areas by August 2005. Two field days held on perennial pasture and direct seeding of vegetation by December 2005.</p>	
<p>Objectives Objectives outline what is to be achieved by project implementation, measured in terms of project outcomes.</p>	<p>To map recharge and discharge areas in five priority catchments. To promote land management practices that achieve salinity control, improve biodiversity and increase productivity.</p>	
<p>Outputs Outputs are products, services or activities produced and delivered by a project to achieve project outcomes. Outputs include progress and final reports.</p>	<p>Field days, demonstration sites, property management plans, maps, newsletters and guides.</p>	
<p>Outcomes Outcomes result from achievement of objectives as a direct or indirect result of project activities.</p>	<p>Watertable levels have been lowered. The area affected by salinity is decreasing. Health of remnant vegetation and water quality in streams is improving. Production in the catchment is increasing and landholdings are more viable.</p>	
<p>Project Measures Project measures are used to demonstrate the impact of a project on the original issues addressed by the project. They can be quantitative (numerical – How much did we do?) or qualitative (descriptive – How well did we do it?), and can be used to determine if project objectives have been successfully met.</p>	<p>The percentage of landholders in a catchment who have adopted perennial pasture as a result of project implementation. The percentage of landholders establishing and maintaining an area of trees annually as a result of project implementation. Kilometres of fencing and direct seeding, numbers of trees planted and number that survived. Observations and comments from stakeholders: photos, videos, media coverage, testimonials, and feedback from people involved. (Note: Although observations and comments are subjective and anecdotal, they can help paint a picture of achievements. Remember, if 'before' and 'after' photos are to be used to show progress, it is important to establish photo points).</p>	
<p>Photo Points Photo points are photos taken of the same site over time as monitoring technique, providing an indication of change achieved.</p>		
<p>Risk factors 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</p>	<p>At a broader level these may include a change in Council or government policy or unseasonable weather. At a micro-level they could include loss of project staff, discovery of an unknown predator, misunderstanding about a property boundary or contamination of seed.</p>	
<p>Stakeholders Are there 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.</p>	<p>e.g. Councils, farmers, sports clubs, catchment management authorities</p>	