



## Grant Opportunity Guidelines

# Environment Restoration Fund Threatened Species Strategy Action Plan - Priority Species Grants

<b>Opening date:</b>	Monday, 01 November 2021
<b>Closing date and time:</b>	5.00pm Australian Eastern Daylight Time on 13 December 2021 Please take account of time zone differences when submitting your application.
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	21 October 2021
<b>Type of grant opportunity:</b>	Open competitive

# Contents

<b>1. Environment Restoration Fund: Threatened Species Strategy Action Plan - Priority Species processes.....</b>	<b>4</b>
<b>2. About the grant program .....</b>	<b>5</b>
<b>3. Grant amount and grant period.....</b>	<b>6</b>
3.1. Grants available .....	6
3.2. Project period.....	6
<b>4. Eligibility criteria.....</b>	<b>6</b>
4.1. Who is eligible? .....	6
4.2. Additional eligibility requirements.....	7
4.3. Who is not eligible? .....	7
<b>5. What the grant money can be used for.....</b>	<b>7</b>
5.1. Eligible activities.....	7
5.2. Eligible expenditure .....	8
5.3. What you cannot use the grant for .....	9
<b>6. The assessment criteria .....</b>	<b>11</b>
6.1. Assessment criterion 1 .....	11
6.2. Assessment criterion 2 .....	11
<b>7. How to apply .....</b>	<b>12</b>
7.1. Attachments to the application.....	12
7.2. Joint applications.....	12
7.3. Timing of grant opportunity .....	13
<b>8. The grant selection process.....</b>	<b>13</b>
8.1. Who will approve grants? .....	14
<b>9. Notification of application outcomes.....</b>	<b>14</b>
<b>10. Successful grant applications.....</b>	<b>14</b>
10.1. Grant agreement .....	14
10.2. Standard grant agreement.....	14
10.3. Project/Activity specific legislation, policies and industry standards .....	15
10.4. How we pay the grant.....	15
10.5. Tax obligations .....	15
<b>11. Announcement of grants.....</b>	<b>16</b>
<b>12. How we monitor your grant activity .....</b>	<b>16</b>
12.1. Keeping us informed.....	16
12.2. Reporting .....	16
12.2.1. Progress reports .....	17
12.2.2. End of project report.....	17
12.2.3. Ad-hoc reports .....	17
12.3. Independent audits.....	17
12.4. Compliance visits .....	17

12.5.	Grant agreement variations .....	17
12.6.	Evaluation .....	18
12.7.	Grant acknowledgement.....	18
<b>13.</b>	<b>Probity .....</b>	<b>19</b>
13.1.	Conflicts of interest.....	19
13.2.	How we use your information.....	19
13.2.1.	How we handle your confidential information .....	20
13.2.2.	When we may disclose confidential information .....	20
13.2.3.	How we use your personal information .....	20
13.2.4.	Freedom of information .....	21
13.3.	Enquiries and feedback .....	21
<b>14.</b>	<b>Glossary .....</b>	<b>21</b>
<b>Appendix A.</b>	<b>List of priority species .....</b>	<b>24</b>

# 1. Environment Restoration Fund: Threatened Species Strategy Action Plan - Priority Species processes

## **This grant opportunity is designed to achieve Australian Government objectives**

This grant opportunity is part of the Environment Restoration Fund grant program which contributes to the Department of Agriculture, Water and the Environment's Outcome 1. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



## **The grant opportunity opens**

We publish the grant guidelines on [business.gov.au](#) and GrantConnect.



## **You complete and submit a grant application**

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



## **We assess all grant applications**

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



## **We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



## **Grant decisions are made**

The decision maker decides which applications are successful.



## **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



## **We enter into a grant agreement**

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



## **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



## **Evaluation**

We evaluate the specific grant activity and Environment Restoration Fund - Threatened Species Strategy Action Plan – Priority Species 2021-2026 grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Environment Restoration Fund - Threatened Species Strategy Action Plan - Priority Species grant opportunity (the program) will run over two years from 2021-22 to 2022-23. The Australian Government announced the Environment Restoration Fund in the 2019-20 Budget. The program was announced in May 2021 by the Minister for the Environment, the Hon Sussan Ley MP, when the new Threatened Species Strategy 2021-2031 was released.

The new Threatened Species Strategy 2021-2031 sets the Australian Government's forward plan to recover Australia's threatened plants, animals and ecological communities over the next ten years. It sets a clear vision to drive practical on-ground action; identifies key action areas that are fundamental to the recovery of threatened species and ecological communities and establishes principles for identifying priority threatened species and places to focus Australian Government effort.

The Strategy is underpinned by two consecutive five year Action Plans. The first Action Plan identifies priority species and priority places and outlines ways in which the Australian Government's investment in conservation effort will be managed and implemented.

This program will be made available as part of the Government's efforts to protect and restore Australia's threatened species and places through the new Strategy's first Action Plan 2021-2026.

The objective of the Threatened Species Strategy Action Plan - Priority Species grant opportunity (Action Plan - Priority Species) is to support on-ground activities that will assist efforts to:

- improve the trajectories of priority species

The list of priority species are identified in Appendix A.

The intended outcome of the grant opportunity is to:

- protect, enhance, rehabilitate, recover and/or restore priority species and their habitats.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity on behalf of the Department of Agriculture, Water and the Environment.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

There may be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on [business.gov.au](https://business.gov.au) and [GrantConnect](#).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>1</sup>.

---

<sup>1</sup> <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

### 3. Grant amount and grant period

The Australian Government has announced a total of \$10 million over two years for the program from 2021-22 to 2022-23.

#### 3.1. Grants available

The grant amount may be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$50,000.
- The maximum grant amount is \$250,000.

You are responsible for the residual amount of eligible project expenditure which exceeds the grant amount plus any ineligible expenditure.

Contributions to your project may be cash or in-kind contributions.

We cannot fund your project if it receives funding from another Commonwealth, State or Territory or local government grant. You can apply for a grant for your project under more than one Commonwealth, State or Territory or local government program, however if your application is successful, you must choose either the Action Plan - Priority Species grant opportunity or the other grant.

#### 3.2. Project period

The maximum project period is up to 13 months.

You must complete your project by 31 March 2023.

You should factor in time for obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

### 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

#### 4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)

and be one of the following entities:

- an entity, incorporated in Australia
- a co-operative
- a regional [National Resource Management \(NRM\) organisation](#)
- an incorporated not for profit organisation, including incorporated Indigenous not-for-profit organisations
- an incorporated trustee may apply on behalf of a trust.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply.

An Australian local government agency or body, universities and other publicly funded research organisations (as defined in section 14) can be part of a joint application but cannot apply as a lead organisation.

For further information on joint applications, refer to section 7.2.

## 4.2. Additional eligibility requirements

We can only accept applications where you:

- have identified that at least one priority species from Appendix A will benefit from your project activities
- provide with your application the required documents outlined under section 7.1
- provide a current letter of support for your project from the site or land owner, if you are not the site or land owner
- provide a letter of support from each project partner where the application is a joint application (refer to section 7.2)
- provide a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required
- certify that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities.

We cannot waive the eligibility criteria under any circumstances.

## 4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation not included in section 4.1
- an individual
- a partnership
- an unincorporated association
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity
- an Australian State/Territory Government Agency or body (unless a Regional Land Partnerships service provider)
- an Australian local government agency or body (as defined in section 14)
- universities and other publicly funded research organisations (as defined in section 14)
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' ([www.nationalredress.gov.au](http://www.nationalredress.gov.au))
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.

# 5. What the grant money can be used for

## 5.1. Eligible activities

To be eligible your project must:

- be aimed at addressing the program objectives as outlined in section 2
- include activities that address one or more of the priority species identified in the Action Plan, listed in Appendix A
- include activities that are supported by a recovery plan, conservation advice and/or a threat abatement plan. When appropriate recovery activities are not included in the recovery plan,

conservation advice or threat abatement plan, applicants must ensure that the activity is supported by strong evidence (e.g. a scientific paper).

- include on-ground project activities that are undertaken in areas where the identified priority species is known or likely to occur (with the exception of ex-situ conservation activities). You may wish to review priority species location via the [protected matters search tool](#).
- have at least \$50,000 in eligible expenditure

Proposals designed to complement, extend or expand existing activities or designed to be stand-alone projects are eligible. Activities that are complementary to work that is already underway must demonstrate alignment, for example:

- by filling a critical gap
- by expanding or supplementing an existing activity, or
- by extending the timeframe of an existing activity.

Eligible activities may include:

- coordinated threat management across the landscapes such as feral predator and herbivore control to reduce the pressure on priority species
- environmental restoration and protection across areas that support priority threatened species and climate change refugia
- activities that improve, restore and protect priority freshwater, marine and coastal environments to benefit a priority species
- ex-situ conservation activities for priority plant and animal species
- activities as part of community, school education and citizen science programs that accompany an on-ground action and promote the protection of one or more priority species identified at Appendix A

Participation of Indigenous people in the program and activities is encouraged, including the sharing of their ecological knowledge to support achievement of the project and program outcomes.

It is advised that applicants seek expert advice from a recovery team or other species expert to ensure that the proposed project activities are suitable for the threatened species and that they are informed by current scientific evidence and/or knowledge.

You will be required to provide geospatial data about the project location(s) in your application.

We may also approve other activities.

## 5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- purchase (or hire) of equipment, materials and supplies to support eligible project activities such as tube stock, hardware, seed and chemicals
- salaries and on-costs for personnel directly employed in delivering the project activities (this should be calculated on a pro-rata basis relative to their time commitment). This excludes project management or project co-ordination costs which are covered under administrative support below
- staff training that directly supports the achievement of project outcomes



- contract expenditure being the cost of any agreed project activities that you contract to others directly relating to the program objectives. All contractors must have a written contract prior to starting any project work
- costs associated with managing collaborations and partnerships with Traditional Owners and the local community
- removal of legislated weed species (including Weeds of National Significance)
- contingency costs up to a maximum of 10 per cent of the eligible project costs. Note that we make payments based on actual costs incurred
- domestic travel to and from the on-ground location limited to the reasonable cost of accommodation and transportation required to conduct the agreed project activities
- administrative support and overheads additional to the normal day to day running costs of the organisation, including project management or project co-ordination (maximum 10 per cent of the grant)
- costs incurred in obtaining planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, State, Territory and local governments are not eligible
- reporting on project outcomes
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project activities.

You must incur the project expenditure between the agreed project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. However, we are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

### 5.3. What you cannot use the grant for

Expenditure items that are not eligible are:

- the provision of goods, services or support for activities not directly related to eligible grant activities
- costs for monitoring, modelling or research activities that are not part of an eligible project that includes on-ground activities
- routine operation, business as usual or running costs including accommodation, office facilities, printing and stationery, postage, legal and accounting fees and bank charges

- costs for activities that are required to be carried out by law or by a private contractual obligation
- cost for activities that include the introduction of plants, animals or other biological agents that are known to be, or that could become, environmental or agricultural weeds or pests
- major capital expenditure, such as construction or capital works (excluding fencing) with a GST exclusive value of \$10,000 or more per item, unless identified in the application and approved
- the purchase of land or the purchase of other assets, being an item of tangible property purchases, leased, hired, financed, created or otherwise brought into existence either wholly or in part with the use of the grant and which has a GST exclusive value of \$10,000 or more per asset, unless identified in the application and approved
- the covering of retrospective costs
- financial costs, including interest
- catering expenses, except for provision of light refreshments/drinks that support safe community participation at community events (e.g. to maintain hydration)
- planting of species that are known to be, or have the potential to become, an agricultural or environmental weed, this may include some native Australian species when planted out of region - please refer to your State or Territory Government for further information about weeds in your area
- revegetation activities using species which are not endemic to the area
- removal of vegetation, including native grasslands, with the exception of legislated weed species (including Weeds of National Significance) and where burnt/removed in the course of the essential activities of a dedicated fire management project
- any costs associated with the development of an application, including labour costs as outlined in 5.3 (for example, preparation of applications)
- fees paid to the Commonwealth, state, territory and local governments associated with obtaining planning, environmental or other regulatory approvals
- administration costs and overheads related to the ongoing operations of an organisation, including costs such as rental, renovations and utilities
- activities likely to have a significant adverse impact on any matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999*
- activities likely to have a significant adverse impact on Indigenous cultural heritage, or not supported by Registered Aboriginal Parties or the relevant Traditional Owner representative group, without approval through relevant State, Territory or Commonwealth legislation
- lobbying activities and media campaigns that could be considered political in nature (whole or part)
- international travel, and business class domestic travel
- costs for activities outside of Australia unless identified in the application and approved
- activities already funded through another Commonwealth, State or Territory, or local government, program.

Further information can be found at the following sites:

- [Weeds of National Significance](#)
- [State or Territory Government information about weed management.](#)

## 6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

You will be required to map your project sites as accurately as possible through the mapping tool accessed via a link in the application form.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

### 6.1. Assessment criterion 1

#### **Project alignment with program objectives (50 points)**

You should demonstrate this by describing:

- a. the list of priority species (listed in Appendix A) that your project activities will benefit and the extent to which your project will contribute to an improvement in the trajectories of the identified priority species
- b. the extent to which your project will support a combination of on-ground environmental restoration and protection activities and environmental monitoring
- c. the extent to which project activities are consistent with recovery plans, conservation advice and/or threatened species abatement plan or other strong evidence such as a scientific paper
- d. the relationship of the project activities to other relevant management actions underway
- e. how the impact of your project activities will be monitored and measured
- f. the extent to which the project activity outputs will or can be incorporated in broader reporting of recovery

### 6.2. Assessment criterion 2

#### **Your capacity, capability and resources to deliver the project (50 points)**

You should demonstrate this by describing:

- a. your track record in managing similar projects and your access to personnel with the right skills and experience including management and technical staff
- b. your plan to manage the project including scope, implementation methodology, timeframes, budget and identification and assessment of project delivery risks
- c. any additional investment that your project will leverage, such as cash or in-kind support that will enhance the achievement of intended outcomes
- d. your access, or future access, to any required land, infrastructure, capital equipment, technology, and regulatory or other approvals
- e. your capacity to manage the project sites where on-ground activity has occurred, beyond the term of this grant.

## 7. How to apply

Before applying you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments - refer to section 7.1

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

### 7.1. Attachments to the application

You must provide the following documents with your application:

- project plan
- project budget
- trust deed (where applicable)
- documents requested in section 4.2, as they apply to your project

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach required documents. We will not consider information in attachments that we do not request.

### 7.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement and be able to provide evidence of the arrangement.

### 7.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around February 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	6 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	You may elect to commence your project from the date you are notified your application has been successful
End date of grant commitment	The end date specified in your grant agreement.

## 8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment criteria stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought

We will establish a committee comprised of employees from the Department of Agriculture, Water and the Environment and the Department of Industry, Science, Energy and Resources to assess applications. The Committee may also seek additional advice from independent technical experts.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The Committee may also take into account other factors, such as geographic spread of projects, the range of projects that will protect the most number of priority species and the risks associated with the grant, including risks of the activity and risks to the Commonwealth.

The Committee may seek additional information about you or your application. They may do this from within the Commonwealth, even if you do not nominate the sources as referees. The

Committee may also consider information about you or your application that is available as a result of the Due Diligence process or through the normal course of business.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

### 8.1. Who will approve grants?

The Minister for the Environment decides which grants to approve taking into account the recommendations of the committee and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

## 10. Successful grant applications

### 10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Threatened Species Strategy Action Plan - Priority Species, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 10.2. Standard grant agreement

We will use a standard grant agreement for medium or larger projects where we consider your project to be more complex.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information

you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

### 10.3. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- State/Territory legislation in relation to workplace health and safety
- State/Territory legislation in relation to working with vulnerable people
- State/Territory legislation in relation to weed management
- State/Territory legislation in relation to biosecurity
- State/Territory legislation in relation to activities around waterways
- State/Territory legislation in relation to animal welfare and ethics
- State/Territory legislation in relation to working with Aboriginal relics
- State/Territory legislation in relation to agricultural and veterinary chemicals use
- State/Territory laws in relation to forest practices
- State/Territory laws in relation to threatened species management
- Commonwealth/State/Territory legislation dealing with native vegetation and environment protection.

### 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

### 10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>2</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

---

<sup>2</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

## 11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 12. How we monitor your grant activity

### 12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

### 12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

You will also be required to report to the Department of Agriculture, Water and the Environment (DAWE) using the Monitoring, Evaluation, Reporting and Improvement Tool (MERIT) to help the Commonwealth to evaluate the project's environmental outcomes.



### 12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

### 12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project - include evidence of expenditure
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

### 12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

## 12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on [business.gov.au](http://business.gov.au) and GrantConnect.

## 12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period allowed in program guidelines
- changing project activities.

The program does not allow for:

- an increase of grant funds
- a change in scope.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

## 12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

## 12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government's Environment Restoration Fund'.

You must include the Australian Government logo in all promotional materials, publications and websites. Do not modify the logo's colour, shape, form, font or design in any way. Do not place it over an image or heavily textured background or as a tint of a colour. You cannot use the logo to give the impression that the Australian Government has published a product or endorsed another organisation.

If you promote your project on social media, where character limits allow please use the following handles and hashtags:

- Twitter - @TSCCommissioner, @envirogov
- Facebook – @TSCCommissioner, @awegov (Australian Department of Agriculture, Water and the Environment)
- Instagram - @tscommissioner, @awegov

This helps the Australian Government cross-promote projects through Facebook and Twitter.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

### 13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>3</sup> of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)<sup>4</sup> on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

### 13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

---

<sup>3</sup> <https://www.legislation.gov.au/Details/C2019C00057>

<sup>4</sup> [https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf\\_files\\_redirect](https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect)

### 13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the committee and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the committee, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>5</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

---

<sup>5</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

#### 13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

#### 13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Finance Officer  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>6</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

## 14. Glossary

Term	Definition
Action Plan	Policy document that underpins implementation of the Threatened Species Strategy 2021-2031 for the period 2021-2026
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Australian local government agency or body	A type of entity that refers to a local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth). Local governing bodies are also known as local councils. State or Territory governments define the powers of local government bodies within their borders, and arrangements can therefore vary across jurisdictions.

---

<sup>6</sup> <http://www.ombudsman.gov.au/>

Term	Definition
Department	The Department of Industry, Science, Energy and Resources.
Committee name	The body established by the Minister to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for [services or grant funding] under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Geospatial data	Data describing location in a form suited for use in a Geographic Information System. Polygon data are required for all proposed activities, mapped within known or likely species distribution or backed by scientific evidence. A web-based tool, supplied in the application form, will make this simple and rapid for applicants to provide.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister for the Environment.
Non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ul>
Priority Species	Species identified as priorities under the new Threatened Species Strategy's first five year Action Plan 2021-2026.
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Publicly funded research organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and State and Territory business enterprises which undertake publicly funded research.
Strategy	The Threatened Species Strategy 2021-2031
Threatened Species Strategy 2021-2031 and Action Plan (also see Action Plan in this glossary)	Policy document - Australian Government's forward plan to improve the outlook of Australia's plants, animals and ecological communities over the next ten years.

## Appendix A. List of priority species

EPBCA no.	Common name	Species name	Taxon group
<b>20 BIRDS</b>			
1001	Australasian Bittern	<i>Botaurus poiciloptilus</i>	Bird
449	Black-eared Miner	<i>Manorina melanotis</i>	Bird
59523	Carnaby's Cockatoo	<i>Zanda latirostris</i>	Bird
82408	Christmas Island Goshawk	<i>Accipiter hiogaster natalis</i>	Bird
847	Eastern Curlew	<i>Numenius madagascariensis</i>	Bird
720	Golden-shouldered Parrot, Alwal	<i>Psephotus chrysopterygius</i>	Bird
66726	Hooded Plover (eastern)	<i>Thinornis cucullatus cucullatus</i>	Bird
59430	King Island Brown Thornbill	<i>Acanthiza pusilla magnirostris</i>	Bird
934	Malleefowl	<i>Leipoa ocellata</i>	Bird
59350	Night Parrot	<i>Pezoporus occidentalis</i>	Bird
67046	Norfolk Island Green Parrot	<i>Cyanoramphus cookii</i>	Bird
747	Orange-bellied Parrot	<i>Neophema chrysogaster</i>	Bird
906	Plains-wanderer	<i>Pedionomus torquatus</i>	Bird
758	Princess Parrot	<i>Polytelis alexandrae</i>	Bird
942	Red Goshawk	<i>Erythroriorchis radiatus</i>	Bird
25982	Red-tailed Black-Cockatoo (south-eastern)	<i>Calyptorhynchus banksii graptogyne</i>	Bird
82338	Regent Honeyeater	<i>Anthochaera phrygia</i>	Bird
744	Swift Parrot	<i>Lathamus discolor</i>	Bird
84650	Western Ground Parrot, Kyloring	<i>Pezoporus flaviventris</i>	Bird
564	White-throated Grasswren, Yirlinkirrkir	<i>Amytornis woodwardi</i>	Bird
<b>20 MAMMALS</b>			
22	Australian Sea-lion	<i>Neophoca cinerea</i>	Mammal
225	Brush-tailed Rock-wallaby	<i>Petrogale penicillata</i>	Mammal
68	Central Rock-rat, Antina	<i>Zyzomys pedunculatus</i>	Mammal



330	Chuditch, Western Quoll	<i>Dasyurus geoffroii</i>	Mammal
333	Eastern Quoll, Luaner	<i>Dasyurus viverrinus</i>	Mammal
66642	Gilbert's Potoroo, Ngilkat	<i>Potorous gilbertii</i>	Mammal
282	Greater Bilby	<i>Macrotis lagotis</i>	Mammal
87597	Kangaroo Island Echidna	<i>Tachyglossus aculeatus multiaculeatus</i>	Mammal
85104	Koala (combined populations of Queensland, NSW and the ACT)	<i>Phascolarctos cinereus</i>	Mammal
273	Leadbeater's Possum	<i>Gymnobelideus leadbeateri</i>	Mammal
267	Mountain Pygmy-possum	<i>Burramys parvus</i>	Mammal
96	New Holland Mouse, Pookila	<i>Pseudomys novaehollandiae</i>	Mammal
83091	Northern Brushtail Possum	<i>Trichosurus vulpecula arnhemensis</i>	Mammal
198	Northern Hairy-nosed Wombat, Yaminon	<i>Lasiorhinus krefftii</i>	Mammal
123	Northern Hopping-mouse, Woorrentinta	<i>Notomys aquilo</i>	Mammal
331	Northern Quoll	<i>Dasyurus hallucatus</i>	Mammal
294	Numbat	<i>Myrmecobius fasciatus</i>	Mammal
229	Quokka	<i>Setonix brachyurus</i>	Mammal
185	Spectacled Flying-fox	<i>Pteropus conspicillatus</i>	Mammal
25911	Western Ringtail Possum	<i>Pseudocheirus occidentalis</i>	Mammal
<b>9 FISH</b>			
60756	Freshwater Sawfish	<i>Pristis pristis</i>	Fish
68751	Grey Nurse Shark (east coast population)	<i>Carcharias taurus</i>	Fish
83504	Maugean Skate	<i>Zearaja maugeana</i>	Fish
56791	Murray Hardyhead	<i>Craterocephalus fluviatilis</i>	Fish
83756	Red Handfish	<i>Thymichthys politus</i>	Fish
56792	Redfin Blue-eye	<i>Scaturiginichthys vermeilipinnis</i>	Fish
87879	Stocky Galaxias	<i>Galaxias tantangara</i>	Fish
26167	Swan Galaxias	<i>Galaxias fontanus</i>	Fish

66240	White's Seahorse	<i>Hippocampus whitei</i>	Fish
<b>3 FROGS</b>			
1828	Growling Grass Frog	<i>Litoria raniformis</i>	Frog
1889	Kroombit Tinker Frog	<i>Taudactylus pleione</i>	Frog
1915	Southern Corroboree Frog	<i>Pseudophryne corroboree</i>	Frog
<b>9 REPTILES</b>			
1656	Adorned Delma, Collared Delma	<i>Delma torquata</i>	Reptile
83161	Arnhem Land Gorges Skink	<i>Bellatorias obiri</i>	Reptile
86072	Bellinger River Snapping Turtle	<i>Wollumbinia georgesi</i>	Reptile
83160	Great Desert Skink, Tjakura, Warrarna, Mulyamiji	<i>Liopholis kintorei</i>	Reptile
1765	Green Turtle	<i>Chelonia mydas</i>	Reptile
1767	Olive Ridley Turtle	<i>Lepidochelys olivacea</i>	Reptile
1270	Pygmy Blue-tongue Lizard	<i>Tiliqua adelaidensis</i>	Reptile
1115	Short-nosed Sea Snake	<i>Aipysurus apraefrontalis</i>	Reptile
1603	Yinnietharra Rock-dragon	<i>Ctenophorus yinnietharra</i>	Reptile
<b>9 INVERTEBRATES</b>			
82806	Ammonite Snail	<i>Ammoniropa vicens</i>	Invertebrate
90325	Cauliflower Soft Coral	<i>Dendronephthya australis</i>	Invertebrate
66766	Eltham Copper Butterfly	<i>Paralucia pyrodiscus lucida</i>	Invertebrate
64420	Giant Gippsland Earthworm	<i>Megascolides australis</i>	Invertebrate
66752	Lord Howe Island Phasmid	<i>Dryococelus australis</i>	Invertebrate
82674	Margaret River Burrowing Crayfish	<i>Engaewa pseudoreducta</i>	Invertebrate
85279	Mount Lidgbird Charopid Land Snail	<i>Pseudocharopa ledgbirdi</i>	Invertebrate
86084	Pink Underwing Moth	<i>Phyllodes imperialis smithersi</i>	Invertebrate
64415	Tasmanian Giant Freshwater Crayfish	<i>Astacopsis gouldi</i>	Invertebrate
<b>30 PLANTS</b>			
78119	Adamson's Blown-grass	<i>Lachnagrostis adamsonii</i>	Plant
78866	Angle-stemmed Myrtle	<i>Gossia gonoclada</i>	Plant

86648	Arckaringa Daisy	<i>Olearia arckaringensis</i>	Plant
74525	Border Ranges Lined Fern	<i>Antrophyum austroqueenslandicum</i>	Plant
55597	Bulberin Nut	<i>Macadamia jansonii</i>	Plant
84704	Carrington Falls Pomaderris	<i>Pomaderris walshii</i>	Plant
16959	Davies' Waxflower, St Helens Waxflower	<i>Phebalium daviesii</i>	Plant
56339	Foote's Grevillea	<i>Grevillea calliantha</i>	Plant
87544	Forked Spyridium	<i>Spyridium furculentum</i>	Plant
16916	Giant Andersonia	<i>Andersonia axilliflora</i>	Plant
81615	Graveside Leek-orchid	<i>Prasophyllum taphanyx</i>	Plant
12623	Imlay Mallee	<i>Eucalyptus imlayensis</i>	Plant
5481	King Blue-grass	<i>Dichanthium queenslandicum</i>	Plant
86264	Lax Leek Orchid	<i>Prasophyllum laxum</i>	Plant
6388	Little Mountain Palm	<i>Lepidorrhachis mooreana</i>	Plant
11843	MacDonnell Ranges Cycad	<i>Macrozamia macdonnellii</i>	Plant
89829	n/a	<i>Eremophila subangustifolia</i>	Plant
89742	n/a	<i>Pimelea cremnophila</i>	Plant
16385	n/a	<i>Pimelea venosa</i>	Plant
19162	Native Guava	<i>Rhodomyrtus psidioides</i>	Plant
56712	Scaly-butt Mallee	<i>Eucalyptus leprophloia</i>	Plant
64939	Small-flowered Snottygobble	<i>Persoonia micranthera</i>	Plant
67178	Smooth Davidson's Plum	<i>Davidsonia johnsonii</i>	Plant
14030	Stiff Groundsel	<i>Senecio behrianus</i>	Plant
82696	Stirling Range Dryandra	<i>Banksia montana</i>	Plant
6476	Tangled Wattle	<i>Acacia volubilis</i>	Plant
8301	Waddy-wood, Birdsville Wattle	<i>Acacia peuce</i>	Plant
64545	Wollemi Pine	<i>Wollemia nobilis</i>	Plant
64945	Wongan Eriostemon	<i>Philotheca wonganensis</i>	Plant
89082	Woods Well Spyridium	<i>Spyridium fontis-woodii</i>	Plant