



Australian Government  
Department of Industry,  
Innovation and Science  
Department of the  
Environment and Energy

**Business**

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## Grant Opportunity Guidelines

# National Landcare Program - Environment Small Grants Grant opportunity

<b>Opening date:</b>	16 February 2018
<b>Closing date and time:</b>	5.00pm AEDT on 19 March 2018
<b>Commonwealth policy entity:</b>	Department of the Environment and Energy
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us at <a href="http://business.gov.au">business.gov.au</a> .
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<b>Type of grant opportunity:</b>	Open competitive

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# 1. National Landcare Program - Environment Small Grants processes

## **The National Landcare Program - Environment Small Grants is designed to achieve Australian Government objectives**

This grant opportunity contributes to the Department of the Environment and Energy's (DoEE) Outcome 1: Conserve, protect and sustainably manage Australia's biodiversity, ecosystems, environment and heritage through research, information management, supporting natural resource management, establishing and managing Commonwealth protected areas, and reducing and regulating the use of pollutants and hazardous substances.

DoEE has worked 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**



## **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your application against the merit criteria including an overall consideration of value for 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 execution of grant agreements 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 of the program**

We evaluate the specific grant activity and grant opportunity as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the National Landcare Program

The National Landcare Program is a key part of the Australian Government's commitment to natural resource management. Through Phase Two of the National Landcare Program, the Australian Government aims to work in partnership with governments, industry, communities and individuals to protect and conserve Australia's water, soil, plants, animals and ecosystems, as well as support the productive and sustainable use of these valuable resources. The National Landcare Program - Environment Small Grants is a new program funded under Phase Two of the National Landcare Program.

### 2.1. About the National Landcare Program - Environment Small Grants grant opportunity

The National Landcare Program - Environment Small Grants is a grant opportunity funded under Phase Two of the National Landcare Program.

This grant opportunity will support community, environment, and other groups to undertake natural resource management activities that improve the quality of the local environment. These activities will contribute to national environment priorities and will be delivered at the local level.

The program aims to provide access to funding for community, environment, and other groups or individuals for projects that address the following National Landcare Program environment objective:

- to protect and conserve Australia's water, plants and animals and the ecosystems in which they live and interact, in partnership with local communities

The intended outcomes of the program are an:

- increase in the protection, rehabilitation and restoration of environmental assets
- increase in the natural resource management community delivering biodiversity and natural resources practice.

The program aims to support projects across Australia, including in urban, regional, coastal and remote areas. Projects may include work related to protecting and conserving threatened species and ecological communities, wetlands, and sites with natural heritage values.

This document sets out:

- the eligibility and merit criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

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

We have defined key terms used in these guidelines in appendix A.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

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

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

## 2.2. Grant amount and grant period

The program will provide a total of up to \$5 million in grants in 2017-18.

## 3. Grants available

The grant will be up to 100 per cent of eligible project expenditure.

- The minimum grant amount is \$5,000
- The maximum grant amount is \$50,000

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 multiple funding applications are successful, you must choose only one.

### 3.1. Project duration

The maximum project duration is 12 months.

It is anticipated that most projects will be completed by 30 June 2019, however in exceptional unforeseen circumstances, such as extreme weather conditions or loss of key project personnel, you may request an extension to complete your project by no later than 31 December 2019. Refer to Section 10.11.

## 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:

- be a legal entity that can enter into a grant agreement with the Commonwealth
- have an Australian Business Number (ABN); and
- be 18 years of age or older, where the applicant is an individual.

### 4.2. Joint applications

We recognise that some organisations may want to join 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. An individual cannot be a lead applicant in a joint application. The application should identify all other project partners of the proposed group and include a letter of support from each of them. Each letter of support should include:

- details of the project partner

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

- 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 project partners.

#### 4.3. Additional eligibility requirements

In addition to the eligibility criteria above, you must also:

- provide a letter of consent from the site owner/manager for your project where you are not the site owner/manager
- provide a letter of support from each of the project partners, in the case of joint applications
- provide the relevant mandatory attachments.

We cannot waive the eligibility criteria under any circumstances.

#### 4.4. Who is not eligible?

You are not eligible to apply if you are:

- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a Commonwealth, State, Territory or local government body (including government business enterprises)
- one of the 56 [regional natural resource management organisations](#)
- peak bodies (bodies that represent their members and have a charter of advancing their members in terms of development, research, process and advocacy)
- umbrella bodies (central coordinating organisations such as networks or collectives that represent smaller, independent bodies or organisations) or groups with a national or state/territory focus
- a political party, political organisation or lobbyist.

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least \$5,000 in eligible expenditure.

### 5.2. Eligible activities

Eligible activities must directly relate to the project and must include one or more of the following:

- **Weed treatment**
  - activities that focus on reducing the spread and impact of existing weeds, or local eradication or containment of new or emerging weeds listed on the [National Environmental Alert List](#). However, the management of weed species that legally require control is ineligible.

- **Pest or disease management**
  - activities that focus on local eradication or reducing the impact and spread of existing pests or diseases. However, the management of pests or diseases that legally require control is ineligible.
- **Fencing**
  - activities that provide high environmental benefits (e.g. where fencing is the most cost effective management action for the protection of a sensitive riparian area, remnant native vegetation, critical habitat area or is part of a strategy to reduce soil erosion)
- **Erosion management**
  - activities that directly improve the ecological condition of the site
- **Revegetation**
  - activities that establish and manage mixed native species plantings appropriate to the site, the issue being addressed, the type of vegetation community and use native species of plants found in the local area
- **Education activities and raising community awareness/participation**
  - activities such as workshops, field days, website development, demonstrations of techniques, community monitoring, surveys, and other awareness-raising activities
- **Access management**
  - activities that construct infrastructure for public access must meet all relevant public safety standards and planning requirements, explain how the site will be maintained, and demonstrate that landholder permission has been obtained
  - activities that directly affect Indigenous cultural sites or places of significance will need to demonstrate that permission has been obtained from the relevant Indigenous organisation/s in relation to this project.
- **Indigenous land and sea country planning**
  - only Indigenous groups can apply for funding for land and sea country planning.
- **Recording of Indigenous ecological knowledge**
  - only Indigenous groups can apply for funding for recording of Indigenous ecological knowledge
  - applications must define the end products to be produced, demonstrate a reasonable future use for the knowledge to inform land or sea management
  - applications will need to indicate how traditional owners will be engaged in and give consent for the activities, and how the knowledge will be stored so that access to sensitive cultural information is managed through traditional cultural protocols and assist Indigenous people to manage their information on culture and country.
- **Administration support related to the project**
  - total administration costs sought must not total more than 10% of the total funding sought - i.e. maximum of \$2,000 based on a maximum grant of \$20,000.

A description of eligible activities and eligible expenditure is at appendix B.

### 5.3. Eligible expenditure

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

- For guidelines on eligible expenditure, see appendix B
- For guidelines on ineligible expenditure, see appendix C.

We may update the guidelines 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 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 audit activities.

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

## 6. The merit criteria you need to address

To be competitive, you will need to address all merit criteria in your application. We will assess your application against each merit criterion.

The application form asks questions that relate to the merit 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.

We will only award funding to applications that score highly against all merit criteria, as these represent best value for money.

### 6.1. Merit criterion 1

#### **The extent to which your project contributes to improving the quality of the environment through natural resource management activities (50 points)**

You should demonstrate how your project:

- increases the protection, rehabilitation and restoration of environmental assets, and
- increases the engagement of the natural resource management community in delivering biodiversity and natural resources practices.

### 6.2. Merit criterion 2

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

You should demonstrate this by identifying:

- your track record carrying out similar projects
- your access to personnel with the right expertise and experience
- your plan and budget for managing the project, including project risks such as work health and safety, where relevant
- how your project's outcomes will be maintained beyond the term of grant funding.

## 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](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

When you submit your online application, we will provide you with an automated receipt number and a link. The link goes to a page where you can enter your email address to receive acknowledgment and a copy of your complete application. You must retain a copy of your application as it will form part of your grant agreement.

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 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

We require the following documents with your application:

- a letter of consent from site owner/manager where you are not the site owner/manager
- a letter of support from project partners for joint applications
- trust deed (where applicable)
- for individual applicants, evidence that you are 18 years of age or older

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

### 7.2. 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 from July 2018.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	June 2018
End date of grant commitment	30 June 2019

## 8. The selection process

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

To recommend a project for funding it must score highly against each merit criterion. While we assess all eligible applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested, and compare it to other eligible applications in a funding round before recommending which projects to fund. The evidence you provide to support your application should be proportional to the size and complexity of your project.

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. Final decision

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

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

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing.

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth by 25 June 2018. We use two types of grant agreements in this program as outlined in sections 10.2 and 10.3. Our selection will

depend on the size and complexity of your project. Sample [grant agreements](#) are available on [business.gov.au](http://business.gov.au) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

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 funding.

If you enter an agreement under the program, you cannot receive other grants for this project 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. Approval letter grant agreement

We may use an approval letter grant agreement when we have no need to clarify or amend any details in your application form. This grant agreement comprises your completed application form and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

## 10.3. Exchange of letters grant agreement

We may use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed (take effect) from the date you sign the letter. You will have 21 days from the date of our letter to sign and return to us otherwise the offer may lapse.

## 10.4. Legal requirements and approvals

All projects must comply with relevant Commonwealth, State, Territory and local authority laws, including (as applicable) environmental, heritage, cultural heritage, planning and animal welfare laws. The grant agreement will specify this requirement.

Under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) an action (e.g. a project) will require approval from the Minister if the action has, will have, or is likely to have, a significant impact on a matter of National Environmental Significance (NES). Any action deemed to have a significant impact, will not receive funding if NES approval is not granted. There are significant impact guidelines that outline a 'self-assessment' process, including detailed criteria, to assist persons in deciding whether or not referral may be required - see:

<http://www.environment.gov.au/resource/significant-impact-guidelines-11-matters-national-environmental-significance>. If a referral is required, you (or your organisation) are responsible for referring your project to the Minister for the Environment and Energy.

## 10.5. Work Health and Safety

Work Health and Safety (WHS) is a high priority for the program. You must comply (and ensure that any of your subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority including those arising under the WHS Laws. You will be responsible for identification and assessment of safety risks, identification and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the project.

You will be required to implement high standards of WHS at all project sites to the maximum extent possible, including providing a safe work environment and appropriate safety equipment for all project participants and ensuring safe access to project work sites.

## 10.6. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

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

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

## 10.7. How we monitor your project

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](http://business.gov.au). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- the outcome of your project
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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

We will monitor the outcome 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.

## 10.8. Final report

When you complete your project, you must submit a final report in line with the grant agreement. We will provide a sample template for this report as an appendix to the grant agreement. You will also be able to download the template from [business.gov.au](http://business.gov.au). We will remind you of your reporting obligations before the report is due.

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

Final report must:

- include satisfactory evidence of your project completion
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

## 10.9. Ad-hoc report

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.

## 10.10. 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.

## 10.11. Grant agreement variations

We recognise that exceptional, unforeseen circumstances, such as extreme weather conditions or loss of key project personnel, may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- extending the timeframe for completing the project, but not beyond 31 December 2019
- changing project activities.

Note the program does not allow for an increase of grant funds.

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

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.

## 10.12. 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.

## 10.13. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. 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 after you finish your project for more information to assist with this evaluation.

## 10.14. Tax obligations

If you are registered for the Goods and Services Tax (GST), we will add GST to your grant payment where applicable 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.

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.

## 10.15. Grant acknowledgement

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

‘This project received grant funding from the Australian Government through the National Landcare Program.’

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

# 11. Conflicts of interest

## 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

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

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

## 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy<sup>2</sup>](#) on the department's website.

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

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.

### 12.1. 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.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

- to 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.

### 12.3. 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, 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>3</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.

#### 12.4. Public announcement

We will publish non-sensitive details of successful projects on [business.gov.au](http://business.gov.au) and GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>4</sup>, unless otherwise prohibited by law. 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.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

#### 12.5. 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.

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<sup>3</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>4</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

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. 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:

Head of Division  
AusIndustry - Business Services  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>5</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>5</sup> <http://www.ombudsman.gov.au/>

## Appendix A. Definitions of key terms

Term	Definition
AEDT	Australian Eastern Daylight Time
Application form	The document issued by the program delegate that applicants use to apply for funding under the program.
AusIndustry	The division of the same name within the department.
Department	The Department of Industry, Innovation and Science, responsible for administering this grant opportunity on behalf of the Department of the Environment and Energy.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
Eligible application	An application or proposal for 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 5.3.
Eligible expenditure guidelines	The guidelines that are at appendix B.
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.
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.
Indigenous	A person of Aboriginal or Torres Strait Islander descent who identifies as Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.
Indigenous cultural sites or places of significance	Places that hold great meaning and significance to Indigenous people, including: <ul style="list-style-type: none"> <li>▪ places associated with Dreaming stories depicting the laws of the land and how people should behave</li> <li>▪ places that are associated with their spirituality</li> <li>▪ places where other cultures came into contact with Indigenous people</li> <li>▪ places that are significant for more contemporary uses.</li> </ul>

Term	Definition
Indigenous ecological knowledge	Aboriginal and Torres Strait Islander knowledge systems and approaches to land and sea management.
Indigenous groups	This includes Aboriginal or Torres Strait Islander organisations, land councils or incorporated associations.
Minister	The Minister for the Environment and Energy
Peak body	Bodies that represent their members and have a charter of advancing their members in terms of development, research, processes and advocacy.
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> <ol 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> </ol>
Program Delegate	An AusIndustry general 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.
Project lead applicant	The organisation that submits the application and enters into the grant agreement with the Commonwealth where organisations want to join as a group to deliver a project.
Project partner	A member of a group that wants to join as a group to deliver a project.
Umbrella body	Central, coordinating organisations such as networks or collectives that represent smaller, independent bodies or organisations

## Appendix B. Eligible expenditure

This section provides guidelines on the eligibility of expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from [business.gov.au](http://business.gov.au) before preparing your application.

The program delegate 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 incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

### 13.1. How we verify eligible expenditure

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

The grant agreement will include, where necessary, details of the evidence you need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

### 13.2. Eligible expenditure related to eligible activities

#### Weed treatment

- materials (e.g. physical, chemical and biological controls, including delivery costs)
- equipment hire (if necessary)
- mapping / planning
- labour (specialist consultants or contractors)

#### Pest or disease management

- materials (i.e. physical, chemical and biological controls, including delivery costs)
- equipment hire (if necessary)
- mapping / planning
- labour (specialist consultants or contractors)

#### Fencing

- materials (e.g. posts, wire including delivery costs)
- equipment hire  
(if necessary)
- labour (including contractors, clearing fence-lines and erecting fencing)

## Erosion management

- equipment hire
- labour (e.g. specialist contractors)
- costs associated with gaining required approvals/permits

## Revegetation

- materials (e.g. seed, tube stock, seedlings, stakes, tree guards, mulch including delivery costs)
- labour (specialist consultants/contractors, site preparation)
- equipment hire (e.g. seeder)

## Educational activities and raising community awareness / participation

- materials (e.g. development of information manuals, information packs, web materials, interpretive signage)
- advertising costs
- venue hire (if required)
- labour (specialist consultants or contractors)
- costs of expert advice

## Access management

- materials (e.g. troughs, tanks, rock, pipes, walkway materials, including delivery costs)
- equipment hire
- labour (e.g. specialist contractors)
- costs associated with gaining required approvals/permits

## Indigenous land and sea country planning

- materials (including delivery costs)
- venue hire (if required)
- labour (specialist consultants)

## Recording and use of Indigenous ecological knowledge

- materials (e.g. development of information manuals, information packs)
- labour (consultants, contractors, costs of expert advice)
- media and recording equipment
  - up to \$2,000 total (GST exclusive) may be approved for purchase of media and recording equipment for the specific purpose of recording Indigenous ecological knowledge. These types of costs must be explicitly identified in the application budget

## Administration support related to the project

- insurance costs
- costs associated with legally required documents such as cultural heritage site searches and permits
- production of material with the express purpose of disseminating information about the project's outcomes and learnings

- monitoring and reporting costs

### 13.3. Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

### 13.4. Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30% allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the provision of computers.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts

### 13.5. Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work. For example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work

- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

### 13.6. Other eligible expenditure

Other eligible expenditures for the project may include:

- staff training that directly supports the achievement of project outcomes
- costs you incur in order to obtain 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
- contingency costs up to a maximum of 10% of the eligible project costs.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you may need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

## Appendix C. Ineligible expenditure

This section provides guidelines on what we consider ineligible expenditure. We may update these guidelines from time to time, so you should make sure you have the current version from the [business.gov.au](http://business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines, in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- overseas travel
- accommodation, food and alcohol expenses
- production of clothing, equipment or promotional items / merchandise for distribution
- purchase of assets, including, but not limited to, computers, buildings or vehicles
- purchase, lease or acquisition of land
- purchase or lease of equipment or materials that are normally part of a landholder's responsibility for the management of their property and not directly related to the project
- administration or legal costs other than those used for the purposes of supporting the operations and activities of the group or individual to undertake activities specific to delivering the project
- meeting legal obligations e.g. managing pest or weed species that legally require control
- labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers), even if they are doing project management tasks
- unless critical to the success of the project, funds cannot be used for participants' travel associated with attending education or community awareness activities (i.e. travelling to a workshop or field day)
- fencing that:
  - is for the primary purpose of stock management
  - standard boundary fencing where it is a landholder's normal responsibility to replace existing fencing or install new fencing for paddock subdivision (except where it is used to create a demonstration site or to control soil erosion)
  - may have a detrimental and significant impact on non-targeted species (e.g. by inhibiting movement)
- planting of agricultural plant species or species that are known to be, or have the potential to become an agricultural or environmental weed
- undertake weed control where the primary benefit will be for agricultural production purposes
- costs associated with activities that:
  - are retrospective or have already commenced before entering into a grant agreement
  - deliver a private benefit only, such as gardening or landscaping
  - have a primary purpose to beautify or improve amenity, such as picnic tables, shelters and paving, or revegetation
  - are designed to raise revenue
  - are primarily for political advocacy (e.g. protesting against a development)
  - are the legislative and / or regulatory responsibility of others, such as managing or controlling certain weeds or compliance activities
  - are outside of Australia and its territories

- infrastructure should not be developed for the primary purpose of progressing tourism or for improving amenity

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

We will not fund items that you do not budget as part of your application. You must consider all aspects of your project to ensure you include all relevant expenditure.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.