



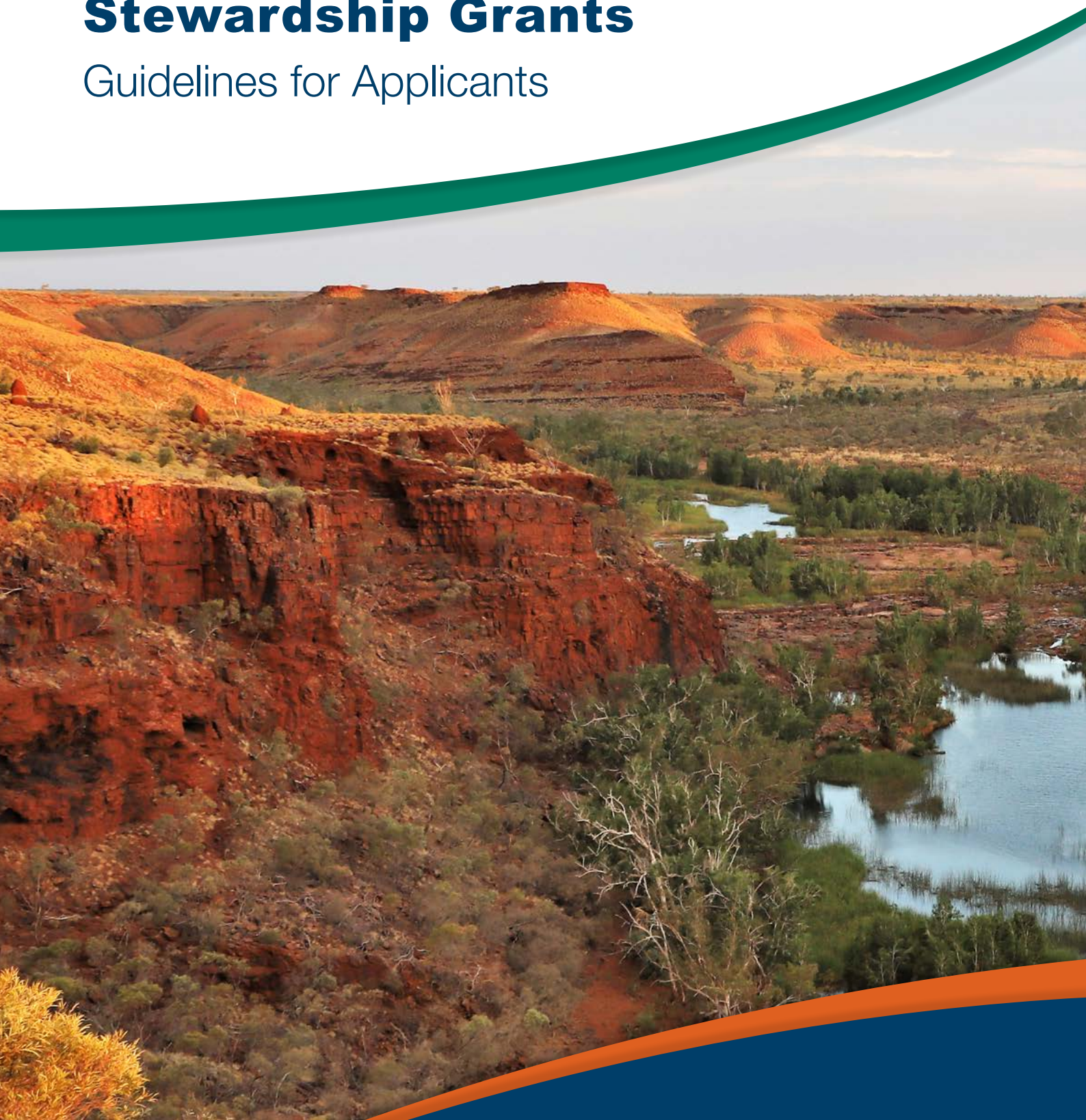
Department of
**Primary Industries and
Regional Development**

*We're working for
Western Australia.*

2022

Community Stewardship Grants

Guidelines for Applicants





Acknowledgement

DPIRD acknowledges the Traditional Owners of Country, the Aboriginal people of the many lands that we work on and their language groups throughout Western Australia, and recognises their continuing connection to the land and waters.

We respect their continuing culture and the contribution they make to the life of our regions and we pay our respects to their Elders past, present and emerging.

Sensitivity disclaimer

Aboriginal and Torres Strait Islander people should be aware that these guidelines may contain images or names of deceased persons in photographs, or printed material.

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1. Natural Resource Management in WA

Natural resource management (NRM) refers to the protection and improvement of soils, water, air, vegetation and biodiversity as the foundation for the quality of life for both present and future generations.

NRM involves managing the way in which people and natural landscapes interact.

It brings together:

- land use planning
- water management
- biodiversity conservation, and
- the future sustainability of industries like agriculture, mining, tourism, fisheries and forestry.

Community-based NRM is directed and driven by local, catchment or regional scale needs and priorities. It recognises the value of local knowledge, volunteer efforts and strong partnerships.

Through the direct involvement of local community groups in all project stages of design, planning and implementation, efficient and effective partnerships between government, industry and community can be fostered.





2. The State NRM Program

An initiative of the WA Government, the State NRM Program is designed to conserve and sustainably manage the State's natural resources by supporting local community groups to undertake stewardship of natural resources in their local area. A key feature of the State NRM Program is the Community Stewardship Grants.

The [WA Natural Resource Management Framework](#) sets out WA Government's direction for working together in partnership to manage WA's natural resources for the future, and guides the direction of the State NRM Program.

The Framework recognises the value of working together to protect and restore WA's natural resources. It outlines six priorities for coordinated NRM in WA:

- sustainable management of land resources
- maintain and enhance water assets
- protect and enhance the marine and coastal environment
- conserve and recover biodiversity
- enhance skills, capability and engagement
- deliver high quality planning that leads to effective action.

The Framework recognises the importance of devolving decision-making to the lowest capable level. This principle underpins the purpose of the Community Stewardship Grants which is to support the NRM initiatives of people at the local level in protecting and restoring WA's natural resources.



3. Community Stewardship Grants 2022

Community Stewardship Grants are available for community-based projects that help conserve, restore, rehabilitate or enhance a local natural area, conserve WA's biodiversity, and maintain or build the capability of NRM community groups across the State.

The following guidelines are essential reading for all applicants to this year's grant round.

The 2022 Community Stewardship Grants program involves two components:

1. Small grants

- Valued between \$1,000 – \$35,000
- Up to 18 months duration

2. Large grants

- Intended for more strategic, complex projects
- Valued between \$35,001 and \$450,000
- For up to 36 months duration

4. How to apply?

4.1. Application forms

Applications must be submitted using the online application form available at <http://www.nrm.smartygrants.com.au>. Applications will not be accepted in any other format. SmartyGrants is the online grants management tool used by the State NRM Program.

A summary of the application form questions is provided in Appendix D. This may assist applicants in drafting responses to the application questions prior to entering information into the online application form.

Please contact the State NRM Program on 08 6552 2158 or at snrmo@dpird.wa.gov.au for assistance with planning or preparing an application.

4.2. Application deadline

All applications, together with any supporting documentation, must be submitted by 12 noon AWST on Monday 9 May 2022. Late or incomplete applications will not be accepted.

4.3. Supporting documentation

Applicants are encouraged to pay close attention to attachments and evidence that support the application.

Applications must include:

- the workplan: is an essential component of the application and must be completed in Microsoft Excel format using the new [2022 workplan template](#)
- letters of commitment: a letter or similar from each organisation that contributes cash, other resources, or effort to the project which provides the details of what is being

contributed, and the total value of that co-contribution (the letter will be used to validate the information supplied in the project workplan)

- land access permission: written confirmation that land access permission from all relevant land owners/managers has been obtained at the time of applying
- maps of on-ground activity: which show the works planned and the landscape scale context, if relevant
- signed [sponsorship agreement](#): this is required if the application is made under a sponsorship arrangement (refer to Appendix A).

Applicants are strongly encouraged to include the following as these assist the assessment panel in their deliberations:

- quotes for any services provided by a third party, such as contractors, consultants, or speakers*
- quotes for assets*
- signed [landholder agreements](#) where the project involves work on private property*
- plans, diagrams, or other evidence of the strategic intent of the project
- copies of any documents that are referenced in the body of the application.

*If not provided with the application, successful applicants will be required to provide these during the contracting process prior to funds being released.

Please ensure attachments are labelled meaningfully so it is clear what the file contains.

5. Eligibility requirements

5.1. Who can apply

Applicants from the following groups or organisations are encouraged to apply:

- Aboriginal community organisations including Registered Native Title Bodies Corporate
- Community and Not For Profit groups with an ABN including:
 - » catchment groups
 - » 'friends of' groups
 - » landcare groups
 - » Land Conservation District Committees
 - » production or grower groups
- Community Resource Centres
- local government authorities
- primary and secondary schools
- Recognised Biosecurity Groups
- regional NRM bodies.

The following groups are **not** eligible to apply:

- for profit organisations
- individuals
- organisations that do not have a branch or base of operation in WA
- tertiary education institutions
- unincorporated associations*
- WA government agencies.

*Unincorporated associations or incorporated bodies without an ABN can seek funding via a project sponsor (an eligible organisation that applies on behalf of the unincorporated association). Refer to Appendix A for further information.



5.2. How many grants can I apply for and how many can be successful?

There is no limit to the number of applications an organisation can submit to the current grant round (the 2022 Community Stewardship Grants).

Success in the past (in previous rounds or years) is not a factor in how many grants an organisation can apply for this year.

However, even if an organisation submits multiple applications, only one large and two small 2022 applications can be successful.

	Small grants	Large grants
How many grant applications can I submit this year?	Unlimited	Unlimited
How many of those can be successful?	Max 2	Max 1

5.3. Applicants must be up to date with reporting

Applicants with existing State NRM grants must be up to date with all reporting and contractual requirements by the closing date of this grant round to be eligible to apply for new funds through the State NRM Program.

This includes progress reports, variation requests and final reports/financial acquittals, and can be checked through your [State NRM Program grants login](#).

5.4. The project location must be in WA

Projects must be based within the state of Western Australia. Applications for project activities in Australian territories (for example, Christmas Island and Cocos (Keeling) Islands) are ineligible.

5.5. Eligible activities

Grants can be used to fund a wide range of NRM activities that will achieve on-ground environmental outcomes directly or improve an organisation's capacity to achieve on-ground NRM action.

A list of eligible on-ground and capability building activities is provided in Appendix B.

5.6. Ineligible activities

The following items and activities are ineligible for State NRM Program funding; however, they may be included in the project as co-contributions:

- expenses that have already been funded or resourced, either through another grant or under business as usual, including:
 - » project coordination or project officer 'time' (such as existing salaries or salary on-costs)
 - » existing overheads
 - » administration expenses
- any prior or retroactive projects, activities or events, including works, planning or site assessment completed prior to the grant being awarded
- expenses to cover salary or on-costs of Western Australian or Australian Government employees
- activities that are a statutory or regulatory responsibility of the landholder (such as boundary fences)

- purchase of equipment or materials that is ordinarily a landholder's responsibility as part of the day-to-day management of a property
- regenerative or sustainable agriculture activities that are already established as standard practice in the region
- purchase, lease or acquisition of land
- purchase of clothing, excluding items necessary for personal safety
- revegetation with species that are not endemic to the region
- revegetation that is predominantly for feed or fodder purposes
- activities to beautify or improve amenity that cannot be directly linked to an NRM outcome
- removal of old infrastructure (including fences)
- purchase of information available free of charge and/or development of data and information that is readily available
- roadside weed control, unless it is to control a [Weed of National Significance](#) or a [WA Declared Plant](#)
- mine or quarry rehabilitation
- construction of new roads, tracks or car parks or the resurfacing of existing infrastructure that do not have a direct link to an NRM outcome
- play equipment or areas that do not have a direct link to an NRM outcome
- sitting, board or committee fees or reimbursements
- student scholarships, stipends or subsidies
- volunteer stipends or subsidies.

State NRM grant funding must not be used for activities that are already funded or resourced. These can form part of a broader project – but must be included as in-kind contributions to the project.

6. Important information for applicants

6.1. Assessment

Each grant application is thoroughly assessed by a panel of assessors. The information provided in the application allows each assessor to make an informed and reasoned judgement about the merit of the application and whether the proposed activities will achieve the intended NRM outcome. The assessment is based on the information contained in the submitted application form and supporting documents provided.

6.2. Assessment criteria

The merit of each application is assessed against the following criteria:

- clear outcomes that support the sustainable use and conservation of natural resources (30%)
- evidence of local community involvement in each phase of the project lifecycle at design, planning and implementation, including engagement with Aboriginal people (30%)
- a reasonable and well justified funding request that demonstrates value for money (30%)
- sound planning and ability to manage the project (10%).

6.3. Assessment process

The key stages in the assessment process are:

- initial assessment: each assessment panel member individually reviews each application
- panel convenes: all projects are assessed and prioritised by the panel as a group, seeking technical advice as required, resulting in a shortlist of recommended applications
- WA NRM Ministerial Council approval: it is anticipated that successful applications will be announced in November 2022 by the Minister for Agriculture and Food, as lead Minister for NRM

- notification: all successful grants will be published on the [State NRM Program website](#) with applicants notified by email on the outcome of their grant application.

Feedback tips from previous assessment panels include:

- approach the application process as an opportunity to sell your project concept and help the assessment panel understand why the project should be funded
- don't assume the assessors are familiar with the local area and project background
- show your thinking – use the application and attachments to clearly explain the purpose of the project, why it's important, and what NRM outcomes it will achieve
- demonstrate how the grant will enable activity and outcomes that otherwise will not occur
- ensure the public to private benefit is balanced, and the co-contributions demonstrate the support and need for the project
- show why each activity is necessary to achieve intended outcomes and why the resources for each activity are essential and cost-effective
- explain why the chosen approach/method and locations/sites are the most suitable
- show how local community, Aboriginal people, and other stakeholders have participated in project planning
- show how these stakeholders will contribute to the delivery of the project
- show that the project design and planning is evidence-based (and upload the evidence as an attachment)
- be as clear as possible
- avoid acronyms and jargon.



6.4. Conflicts of interest

A conflict of interest is a situation arising from a conflict between the performance of duties or activities as a member of an applicant organisation and an individual's private or personal interests. These interests can be indirect such as those involving family, friends or associates.

Applicants must declare and describe any conflicts of interest (actual, perceived or potential) in the appropriate section of the application form.

Declarations help to ensure conflicts of interest can be managed openly and transparently and do not necessarily rule out a project from consideration.

Some examples:

- applicants must advise if any member (or their relations) are property owners of any land that is the site of a project activity
- applicants must advise if any member, or member of an affiliate organisation (or their relations), could benefit from the grant through receiving payments, for example, for fee-for-service or contract work funded by the State NRM grant.

6.5. Acknowledging the Western Australian Government's State NRM Program

All projects funded in full or in part by the State NRM Program must correctly acknowledge the funding provided by the Western Australian Government as outlined in the guide provided at the link [here](#), as a condition of funding. This also applies to recipients of devolved grant funding.

6.6. Continuing projects

The State NRM Program will consider funding projects that are a continuation of, or an addition to, previously funded State NRM Program grants. This includes:

- feral animal control which is being undertaken in the same general area or is addressing the same species
- revegetation in the same general area
- weed control addressing the same species or follow up weed management treatments on a specific area.

A convincing case will need to be provided in the application as to why the continuation or addition will significantly contribute to, or improve the intended outcomes. Evidence provided with the application should include mapping and evaluation of past works showing why continued funding is required. Mapping should show change over time. How much impact have you had to date? How much impact do you intend to have this time? Alternatively, mapping and evaluation of past works may be the subject of an application to this grant round prior to funding for additional on-ground works being requested in the future.

6.7. Devolved grants

State NRM Program funding can be used to run devolved grants. Devolved grants are often used as a way of engaging private landholders in conservation activities and on-ground works.

In a devolved grant, a lump sum of money is awarded to the applicant organisation. The applicant then runs their own expression of interest or grant application and assessment process prior to awarding funds or materials to private landholders to deliver the proposed works.

Applications for devolved grant activities must include the following details:

- the purpose of the devolved grants
- why devolved grants are the most suitable approach
- the criteria that will be (or has been) used to guide the assessment/approval process; a draft version of the guidelines or assessment criteria is an essential attachment (this includes awarding funds to preselected participants)
- how the applicant will ensure a public benefit is achieved on private land
- confirmation that the applicant will provide a signed State NRM landholder agreement from each participating landholder prior to the release of any funds. The new and improved landholder agreement template is available [here](#).

Devolved grants: expectations of private landholders undertaking revegetation or fencing

Landholders that receive funding from the State NRM Program through a devolved grant should be made aware of and are required to adhere to the following conditions:

- landholders are responsible for site preparation including initial weed control and ripping
- stock must be excluded from revegetation areas for a minimum of 5 years after planting
- if stock have access, revegetation must be protected with stock exclusion fencing
- landholders are responsible for the upkeep of fencing for a minimum of 10 years after installation.



6.8. Mapping

Applicants are required to provide detail on the location/s of their proposed project activities.

Mapping involves a two-step process.

1. The online application form requires applicants to enter the address of the project's primary location; this will automatically populate. The primary location could be:

- the place where the majority of project activities will take place, or
- a central point if the project activities are equally dispersed across a large area.

2. If the project involves on-ground activity, applicants are required to upload and submit a map for each project site. Each site map should clearly identify:

- the type of activity or activities that will be undertaken at the site
- the extent or area of each activity at the site, for example:
 - » length of fencing
 - » area of revegetation or weed control
 - » area of vegetation survey

If there are multiple sites, an overarching project map that places these sites together in a landscape setting is also required.

Applicants must:

- provide each map in either pdf, jpg or png format; shape files will not be accepted
- label the map appropriately to identify the project and site/s
- provide a short description of each map in the box provided in the application form.

6.9. The workplan

The workplan is a Microsoft Excel spreadsheet. It is a valuable planning tool to set out what resources and budget will be required to undertake project activities, and who will be funding those resources.

It is a critical component of the application that helps the panel determine if the project is properly planned and costed, and shows the project's overall value for money (see Section 7 for more detail). The [2022 workplan template](#), including a worked example, is provided [here](#). There is also a link within the application form.

Without a completed workplan on the correct template, your application will not be considered. If you do not have access to Microsoft Excel, please contact the State NRM Office.

Applicants must:

- use the 2022 workplan template to complete a project workplan
- attach the completed workplan to the application in the relevant section
- include at least one measure for each activity (such as, hectares of weed control, kilometres of fencing, or number of participants; further information can be found in the [Activities, Measures and Evidence document](#))
- list all expenses/costs for each activity, which **MUST NOT** include GST
- include all contributions of cash and other resources for each activity, including the source, quantity and estimated value, which **MUST NOT** include GST.



For large projects:

- provide an annual calendar year breakdown (i.e. one year per tab) in the workplan
- check that the 'Summary' page (or worksheet) calculates correctly.

Note: detailed information and instructions are provided in the workplan template.

6.10. Assets

Grant funding can be used to purchase a specific asset if it is essential to project delivery. The State NRM Program considers an asset to be any single item that is:

- of a transferrable physical nature (it can be moved from one place to another), and
- valued at \$2,500 or more.

Permanent infrastructure, seedlings and fencing are not considered assets.

Each asset must be listed in the workplan budget and, if the application is approved, up to three quotes may be required before making the purchase.

At the end of the project, the asset will remain with the grant recipient, however it must continue to be used for the purpose for which it was originally approved, and should be available to the wider NRM community.

Please contact the State NRM Office for further information about items that should be considered as assets.

6.11. Intellectual Property

Intellectual property (IP) refers to inventions or creations of the mind for which exclusive rights are recognised if they enable people to earn recognition or financial benefit from what they invent or create.

Should an application involving the creation of IP be successful, the IP created by a project is owned by the Department of Primary Industries and Regional Development, on behalf of the WA Government. This also applies to IP created by a contracted third party and should be recognised in any contract for services.

Examples of intellectual property you may produce as part of your project include:

- digital media creations, such as applications, software and audio/video clips that can be downloaded online
- publications, such as books and journal articles
- methodology, such as a new way to collect and store native seed.

6.12. Insurances

Successful grant recipients must have insurance coverage that is appropriate to the nature of the project. Grant recipients will be asked to provide details about the following insurances during contracting:

- public liability
- personal accident/workers compensation, and
- professional indemnity (where appropriate).

The costs of acquiring appropriate insurance (that is, the cost of insurance premiums) can be requested for State NRM Program funding as an item within 'administration and overhead expenses' (see Section 7.4. below).

Unincorporated organisations are encouraged to talk with their project sponsor about their insurance cover requirements. Refer to Appendix A.

6.13. Other grant applications

If the applicant organisation is successful in attracting other grant funding for a similar purpose, the applicant must notify the State NRM Program office immediately. In such cases, the applicant may be required to provide evidence that the multiple funding sources are undertaking different, and additional activities, and/or working in different areas.



7. Stakeholder engagement

It is important that all stakeholders are engaged with or consulted during the project planning process. Stakeholders may be able to help you design a project which has better outcomes and more support. Stakeholders include people or groups that influence a project, or that may be affected by the project work. They can include:

- Aboriginal people
- landholders and land managers in the project area
- local government authorities
- neighbouring groups and landholders
- Recognised Biosecurity Groups
- regional NRM groups
- relevant WA government departments
- other organisations conducting similar or complementary work.

The State NRM Program encourages projects which address issues at a landscape scale, and it is important that consultation occurs with any other groups in the area who may have an interest in the proposed activities.

Applicants should keep a record of consultations, including who, when and where the contact occurred and the result of the discussion.

One of the key assessment criteria is evidence of local community involvement in each phase of project lifecycle at design, planning and implementation, including consultation with Aboriginal people. Including evidence of stakeholder engagement shows the assessment panel that the project is well planned and supported by the community.



Hint

Start by making a list of people or groups to talk to, and then arrange a time to meet with each to explain your project idea and allow them the opportunity to ask questions, give feedback or raise concerns.





7.1. Landholder permissions and agreements

Applicants must obtain permission from the land owner and/or manager of each project site.

Landholder agreements are used to clarify and formalise the roles and responsibilities of any private landholders participating in your project, including where and when any work will take place, and outlining expectations of the landholder after the work is complete.

The application form requires applicants to:

- identify the land owner(s) and/or manager(s) for each site
- provide evidence that you have received in-principle permission to work on each property.

As a minimum, evidence should include written permission (such as a letter or email). However, applications that include signed landholder agreements as evidence are preferred.

Successful applicants will be required to provide a signed landholder agreement with each participating private landholder prior to the release of grant funds.

Applicants must use the new and improved State NRM Program landholder agreement template available [here](#).

7.2. Consultation with Aboriginal People

The State NRM Program acknowledges the value of Traditional Ecological Knowledge of Country - the evolving knowledge acquired by Aboriginal people over thousands of years of managing the land and sea country of Western Australia.

Early engagement with local Aboriginal groups during the development of your project is essential. It is required regardless of land tenure (whether the land you are working on is privately owned or public land).

Engagement is based on the principles of **free, prior, and informed consent**

Free, prior and informed consent (FPIC) is based on the *United Nations Declaration on the Rights of Indigenous Peoples, 2007*, which states that Indigenous people have the right to give or deny their free, prior and informed consent for projects that affect them, their rights and interests, their land and their natural resources.

The outcome of free, prior and informed consent is providing the right and opportunity for Aboriginal organisations to say 'yes' or 'no' to the use of their land based on comprehensive, accurate, timely, and easy-to-understand information.

The State NRM Program extends across various land tenures as well as lands covered by Native Title, lands where Native Title has not been determined, and lands where Native Title has been extinguished.

Native Title is governed by the *Native Title Act 1993 (Cth)*. Any land that is a site of an approved or pending Native Title Claim, is bound by that law. Where Native Title exists, approval for works in this area must be appropriately evidenced with permissions from the relevant Registered Native Title Body Corporate (RNTBC).

To determine if Native Title exists in the area you wish to work, go to the website: <https://nntt.maps.arcgis.com/apps/webappviewer/index.html?id=c57f0e996a7c485480570c38c823398c>

The State NRM Program also recognises the importance of Western Australia's vast cultural heritage that is protected by the *Aboriginal Heritage Act 1972* and [*Aboriginal Cultural Heritage Act 2021*](#).

For this reason, all applicants must:

- conduct a search of the [*Aboriginal Heritage Inquiry System*](#) to check if whether there are known heritage sites in or around the project area. For further information contact the Department of Planning, Lands and Heritage at info@dplh.wa.gov.au or to launch the map viewer directly, go to <https://espatial.dplh.wa.gov.au/AHIS/index.html?viewer=AHIS>
- reach out to Traditional Owners and/or Native Title holders/claimants to consult/engage with them about the project. This consultation should occur irrespective of land tenure (public or private).

Further information on Consulting with Aboriginal People is provided in Appendix C.



8. Value for money

Value for money is one of the key criteria of the grant assessment process. The following information is provided to assist applicants in developing their project plans, and to assist with demonstrating the value for money aspect of their project.

Your project budget will consist of two parts:

- funds requested through the grant
- co-contributions that the applicant organisation or partners are committing to the project.

8.1. Co-contributions (cash and in-kind)

Co-contributions are resources (such as money, labour, time, machinery, equipment, consumables or materials) donated to the project or provided through other funding sources and usually take the form of either cash or 'in-kind'.

Applications that attract a greater value of co-contributions are preferred because they:

- indicate the project has broad support from stakeholders
- demonstrate the considerable planning and effort that has already gone into the project, and
- illustrate the leveraging power of each dollar of State NRM grant investment.

Applicants should clearly identify, describe, and accurately value the source of all co-contributions and must provide evidence from the contributing organisation (see Section 7.2. below).

The [Volunteering WA Calculator](#) for individuals and organisations is a useful tool to help determine the full value of volunteer effort.

Types of co-contributions

Cash Funds (income) received for project purposes.

In-kind Goods or services that are donated (provided free of charge) to the project, or made available to the project via an alternative source of funding.

This includes:

- time spent by volunteers on:
 - » participation at committee or board meetings
 - » project activities such as coordinating events, conducting field activities, and organising volunteers
 - » project administration or management such as budgeting, preparing project reports, preparing for and conducting meetings.
- time spent by paid staff where the salary costs of that position are already resourced/funded
- administrative or overhead costs where they are already resourced/funded
- expertise or professional services
- advice, expertise or other services provided by Western Australian or Australian Government employees
- student research
- provision or donations of materials such as fencing materials, chemicals, baits, and seedlings
- donated use of specialised equipment and the services of its operator.

8.2. Letters of commitment

Applicants must include a letter from each contributing organisation that details what they will contribute, and the value. This letter will be used to verify the information provided in other parts of the application, including the workplan. Letters of commitment must be signed by a representative of the organisation with the authority to commit the cash or in-kind co-contributions.



8.3. Project coordination expenses

The State NRM program recognises that some projects may require a level of coordination or project management. Applicants can consider requesting State NRM Program funding for this purpose if it is necessary for the project to be successful in achieving its NRM outcomes.

Such requests must meet the following requirements:

- the State NRM grant request for any grant funded Project Coordination or Management position must not exceed \$90,000 per annum pro rata (excluding GST)
- the total of any grant funded positions must not exceed 1.0 FTE (full time equivalent)
- salary on-costs (superannuation, leave expenses, payroll tax and workers compensation insurance) must not exceed 20 per cent of the requested salary expenses, and
- applicants must provide a detailed case to justify this request in the application form. Salary, and salary on-costs should be itemised separately in the project workplan.

The assessment panel will consider this information in the context of the complexity of the project and the effort required to coordinate it. The panel will be looking to determine if the coordination/project management expenses are commensurate with the nature and scope of the project, for example, if there is a high coordination ask, but the bulk of the activities are delivered by a consultant or contractor, this would not be considered value for money. If the need for this coordination ask is unclear in the application form, the request will not be considered or will be reduced to an amount that aligns with the information provided in the application. Please ensure sufficient information is provided on all coordination or project management activities to justify the request.

8.4. Administration and overhead expenses

The State NRM Program recognises that there may be general costs that arise from delivering a project. Applicants may seek administration funding to cover costs which are not already resourced/funded, such as:

- office expenses (phone, internet, printing)
- general communications
- general travel
- insurance (volunteer, public liability and personal accident/workers compensation)
- a single, end of project financial audit for projects valued over \$55,001 (this is not required, and will not be supported, for grants under \$55,000).

Applicants can request a maximum of 10% of the project's total proposed grant funded activity budget (for all other activities) for administration and overhead expenses. Please refer to the 'Item Budget' example to see how this is calculated.

Applicants must use the workplan and application form to clearly itemise each expense and why it is necessary to deliver the project. Administration and overhead requests that are not commensurate with the activities proposed may be reduced. For example, if the full 10% for administration is requested, but the bulk of the activities are delivered by a consultant or contractor, then the panel may reduce the administration funding offered.

The following is an example of how to calculate the administration allowance.

Item Budget

Grant activity

Coordination and on-costs	\$10,000
Seedlings	\$30,000
Workshop	\$5,000
Grant activity sub-total	\$45,000

Administration

10% of grant activity subtotal	\$4,500
Total grant request	\$49,500

8.5. Sponsorship expenses

Proposals submitted under a sponsorship arrangement are entitled to request a sponsorship fee. Further details are provided in Appendix A. This should be clearly shown in the workplan.

Please note that as sponsorship usually entails providing administration activities, an additional request for administration costs may not be considered, or may be reduced if the request is not adequately justified.

8.6. Project specific travel

The State NRM Program recognises that general travel-related expenses can arise from time-to-time as part of the delivery of a project, for example to attend meetings or events. The State NRM Program considers such expenses as falling within 'administration and overhead expenses' (see Section 7.4 above).

However, the nature of some projects, particularly where large distances are involved, may require specific travel arrangements (such as to on-ground sites or events in a remote location). Travel that is specifically related to the delivery of a particular project activity must be itemised and described in the project workplan. Project specific travel expenses should be shown in the workplan 'at cost' (the actual cost), up to a maximum of 72c per kilometre.

8.7. Purchase of materials

If you plan to request funding to purchase materials, such as seedlings or fencing materials, quotes are not required unless you exceed any maximum allowable rates set out in Appendix B.

8.8. Contractors and consultants

Grant funding can be used to engage consultants and contractors if it can be demonstrated that this is necessary for the project to be successful in achieving its NRM outcomes. Contractors and consultants are people or organisations that you plan to engage to deliver part of the project on your behalf (as a service), such as an expert presenter, fencing contractor or weed control specialist.

The panel will be looking to determine if the costs for engaging contractors or consultants are commensurate with the nature and scope of the project.

Applicants requesting funding must:

- itemise services provided by the consultant or contractor in the workplan (using separate lines). This is how value for money is determined and why sufficient detail is essential.
- provide a description in the relevant section of the application form including:
 - » why it is essential to the project to engage a contractor/consultant
 - » the name and qualifications of the preferred service provider/s
 - » what services are being provided.

Quotes from service providers demonstrate that the project budget is well-researched and that the applicant has considered value for money when choosing their preferred provider. Quotes should specify the cost of the service and provide a detailed breakdown of what will be delivered (for example, for weed control the quote should confirm cost, area and method, and a breakdown of materials and labour).

Applications that provide quotes are preferred at assessment. If not supplied at application, successful applicants will be required to provide formal written quotes as a condition of funding.

If an applicant organisation, its members or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' section of the application. In the 'contractors and consultant' section of the application, applicants must also justify why they should be considered the preferred provider of the service. This can include evidence about the competitive rate or advantage that is offered over other providers (for example, location, or prior experience).

8.9. Aboriginal Rangers and Elders

State NRM Program funding can be used to support projects that contract Aboriginal Ranger groups to deliver project activities. Applicants planning to work with Aboriginal Rangers must:

- clearly outline how the services provided to the project consist of new or additional work outputs that are not funded through other means, and
- confirm whether or not the Aboriginal Ranger team has already secured funding to cover its employment costs:
 - » if employment costs are already funded, these can be included as in-kind contributions to the project
 - » if employment costs are not already funded, these can be included in the State NRM Program grant request.

Applicants are encouraged to refer to the [WA Government's Aboriginal Ranger Program Guidelines](#) which provides a guide for suggested maximum rates for employment expenses.

State NRM Program funding can be used to support Aboriginal Elders to participate in NRM events and work activities on Country that relate directly to an NRM outcome, however their inclusion will need to be fully justified and excludes sitting fees for boards or committees.

More information on the capture and transfer of Traditional Ecological Knowledge is provided in Appendix B.

8.10. State or Federal government services

If you are requesting grant funds to purchase government services, then this must be fully justified. Expenses to cover salary or on-costs of Western Australian or Australian Government employees are ineligible for funding.



Appendix A:

Sponsorship

Do I need a sponsor?

Unincorporated associations or incorporated groups **without an ABN** and/or are not GST registered, are only able to seek funding through a Community Stewardship Grant if they have entered into an Auspice or Sponsorship arrangement with an incorporated organisation (with an ABN). The incorporated organisation applies for and receives the grant funding (if successful) as the Sponsor on behalf of the unincorporated group which undertakes the project activities. The nature of the arrangement is detailed in the Sponsorship Agreement available [here](#).

Any incorporated group with a current ABN which meets the eligibility criteria provided in Section 5 above can act as a Sponsor.

Incorporated groups registered as an Incorporated Association or Company Limited by Guarantee are ineligible to be sponsored and must apply in their own right.

How many projects can an organisation sponsor?

There is no limit to the number of projects an organisation can sponsor, either as stand-alone applications or as a collective of multiple groups bundled under a single application.

Responsibilities of a sponsor

The Sponsor is responsible for the financial and legal aspects of State NRM Program funding including proper project management and coordination, project reporting and financial acquittal. The Sponsor is deemed to be the Applicant and, if the application is successful, the Funding Agreement will be executed with them.

The Sponsor organisation can also provide other services, such as:

- administrative functions including insurance cover and financial management
- human resources (HR) and occupational health and safety (OHS) functions.

The role of the Sponsor organisation does not include delivering core project activities. If a Sponsor organisation, its members or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' section of the application. In the 'contractors and consultant' section of the application, Sponsors must also justify why they should be considered the preferred provider of a service. This can include evidence about the competitive rate or advantage that is offered over other providers (for example, location, or prior experience).

Sponsorship fees

A Sponsor can charge up to 10% of the requested State NRM Program funding for their services.

If the Sponsor is charging a fee, they must clearly indicate the amount they are charging in the workplan and identify the services they will provide in the signed Sponsorship Agreement.

If the Sponsor does not charge a fee, the value of these services can be included as an in-kind co-contribution to the project.

Sponsors cannot request funding for project coordination expenses (see Section 7.3) as this is a core project activity undertaken by the unincorporated organisation.



Sponsorship agreement

A complete, signed Sponsorship Agreement must be uploaded to the online application. Applicants must use the [template provided](#). The detail in the Sponsorship Agreement must be consistent with information provided in the project workplan.

This agreement enables the Sponsor and the beneficiary to:

- identify their roles and responsibilities
- detail the tasks, services or resources that will be provided to the project, and
- list any fees that will be accepted by the Sponsor.



Appendix B: Eligible activities information

On-ground activities

Good environmental hygiene

It is your responsibility and a contractual condition of your successful grant that your activities do not contribute to the spread of weeds, pest animals and disease (for example, *Phytophthora* spp. dieback in south-west WA).

This [Australian Government website, Arrive Clean Leave Clean](#), provides resources to enable best practice hygiene measures.

The [Dieback Working Group website](#) provides information on *Phytophthora* dieback disease, how it is spread and how your project can stop the spread, including a link to the Managing *Phytophthora* Dieback in Bushland guidelines.

Coastal and marine protection

Types of activities that may be considered for funding include:

- protection of dune systems and biodiversity
- pest weed and animal control in coastal and marine areas
- protection of marine resources (plant and animal)
- education and training that leads to on-ground activity
- plans that lead to on-ground activity.

Fencing

Fencing can help protect remnant vegetation, waterways, revegetation or fragile areas of biodiversity and can be used to establish connectivity between these areas.

Things to consider in your application:

- Funding for materials is limited to a maximum of \$4,000 per kilometre unless higher rates are justified. To justify the fencing expense, within the workplan, please describe what kind of fence you are intending to install and what its purpose is. If grant funded fencing exceeds the maximum above, please provide quotes as part of your justification.
- Fencing that serves to protect new or remnant vegetation must be stock-proof. The landholder must also agree to exclude stock from this protected area for a minimum of 5 years.
- Landholders must commit to providing ongoing maintenance of State NRM funded fencing for a minimum of 10 years.
- In accordance with the *Dividing Fences Act 1961*, it is the responsibility of landholders to fence property boundaries including those bordering crown land. Similarly, the *Wildlife Conservation Act 1950* states that stock cannot be grazed in crown reserves and landowners are responsible for maintaining a boundary that excludes all domestic animals. Therefore, grant funds cannot be used to pay a landholder to construct boundary fences on their own property. If a boundary fence is constructed it may be considered an in-kind contribution towards the project. However, if you are moving a boundary fence inside your property for NRM purposes, this may be considered, but should be a realignment of at least 30m inside the original boundary fence line.
- Funds may be used to employ a contractor to construct fences. This is particularly relevant where the landholder is unable to undertake this task themselves due to circumstances such as peri-urban areas or in difficult terrains. If a contractor is required, justification must be provided in the relevant section of the application form.
- Any fencing that occurs along a watercourse should have a minimum 30m buffer from the high water mark.

Infrastructure

Infrastructure can be funded if clear NRM benefits can be demonstrated.

Examples of eligible infrastructure include:

- signage for educational purposes or to protect the environment
- bird hides or bird viewing platforms that have environmental benefits
- erosion control earthworks that can clearly demonstrate an NRM benefit and are not purely for amenity
- infrastructure that contains or controls vehicle or pedestrian access (such as bollards) to conservation areas
- nature playgrounds that clearly demonstrate an NRM education benefit
- pathways or trails that assist in access control and preserving the environment, or can demonstrate another NRM benefit.

Infrastructure considered to be the responsibility of landholders will not be funded, for example, road construction and maintenance, directional signage or resurfacing and car park construction.

Requests for the construction of deep drains will not be considered without accompanying approvals from the Soils Commissioner.

Invasive species (pest plants, animals, and diseases)

A number of invasive pests and diseases are established in WA, or in particular areas of WA, and have the potential to cause damaging impacts to the environment. Control of invasive species in marine, coastal, estuarine, wetland and/or river areas is highly desirable. Invasive species management of a declared species is a landholder responsibility under the *Biosecurity and Agriculture Management Act 2007*. However, if it can be adequately justified that control is of public benefit, it will be considered.

Priority will be given to applications that can demonstrate:

- control is of public benefit. Public benefit would constitute multiple landholders in an area, and preferably multiple tenures, working together with a long-term view to local extermination or long-term management. Public benefit includes the protection of public assets including (but not limited to) protection of threatened species and threatened ecological communities. Protection of stock and infrastructure, like fencing, are private concerns, so private benefit will need to be balanced with public benefit to be considered for funding.
- eradication or containment is achievable in a local area, rather than at individual sites.
- cooperation and communication between organisations and community members through building stronger partnerships and networks to deliver long-term results.
- why the chosen methodology of single species or integrated pest management will give the best value result.
- there is a long-term strategy or management plan in place, or are looking to develop a strategy or management plan.
- continuing projects that can show their impact over time towards localised eradication or containment, such as through mapping and evaluation.

Permission to work on public lands must be demonstrated.

Consultation with your local Recognised Biosecurity Group (RBG) is essential if there is one in your area. Evidence of the outcome of consultation with your local RBG must be included in the application at the relevant section, including information regarding local priority species, and how the project will complement or extend the activities already being undertaken by the RBG. If the applicant is an RBG, you will need to clearly articulate how this funding builds on 'business as usual', and what value it adds to your current program.

Things to consider in your application:

Pest plants

- A maximum of \$5,000 per ha can be requested for weed control unless fully justified within your application and attached workplan.
- Control of all weed species will be considered if the need and urgency is demonstrated. This includes:
 - » Weeds of National Significance (WoNS). The latest list of WoNS is available at <https://weeds.org.au/weeds-profiles/>.
 - » Declared Plants of Western Australia. The latest list of declared plants can be found at <https://www.agric.wa.gov.au/pests-weeds-diseases/weeds/declared-plants>.

Feral animals

- Applications must demonstrate appropriate animal welfare, and evidence your understanding of what is required. Providing the relevant licenses, approvals, or permits to conduct your chosen activities is the best way to show your understanding. This includes:
 - » using animals for scientific purposes, which requires a licence issued under the provisions of the *Animal Welfare Act 2002*, and administered by the Department of Primary Industries and Regional Development, with updated information provided [here](#).
 - » approval for Eradicator from the Feral Cat Technical Committee
- Priority will be given to applications demonstrating that by implementing control, the situation won't be made worse (mesopredator release). For example, controlling foxes may allow the feral cat population to increase and do more damage to native species than leaving the foxes in the landscape where they are also controlling the feral cat population.
- Applications should provide data for both predators and prey.

Plant diseases

- Priority will be given to projects that propose the control of fungal and other diseases affecting remnant vegetation on public lands, or on private land where control will reduce the risk of spread to public land.

Regenerative agriculture

Regenerative agriculture is a conservation and rehabilitation approach to food and farming systems. It focuses on topsoil regeneration, increasing biodiversity, improving the water cycle, enhancing ecosystem services, supporting bio-sequestration, increasing resilience to climate change, and strengthening the health and vitality of farm soil. Importantly, regenerative agriculture principles also recognise connection to place and Country, relationships, and physical and mental health linkages. Healthier farms produce healthier food, and healthier communities.

These outcomes benefit not only primary producers, but also the wider community. The outcomes of any application will inevitably include a private benefit to primary producers, so it is critically important to balance this with adequate public benefit; environmentally, economically, culturally, and socially.

Regenerative agriculture applications to the State NRM Program should focus on adoption and practice change. That is, regenerative agricultural practices being implemented under new circumstances or in a new area. Applications must justify how proposed activities help to support the transition from current practice to regenerative practice. Activities can include on-ground works in demonstration sites but must also include behaviour change practices.

Activities considered in this section fall into two broad categories:

- on-ground works where regenerative agriculture practices are implemented on-farm
- behaviour change activities where information on regenerative agriculture techniques can be shared, discussed, interrogated, and measured.

Things to consider in your application:

- priority will be given to applications where the public and private benefit is balanced
- building the capacity of Aboriginal people to participate in regenerative land management practices will be highly regarded
- activities must be detailed with clear NRM outcomes
- replicating, trialling or demonstrating activities considered standard practice in an area, or that are well researched in an area, will not be considered.

Remnant vegetation protection

Protecting remnant vegetation is a highly desirable activity.

Priority will be given to projects that:

- have a high protected area to boundary ratio (that is, large squarer areas are a higher priority than long thin areas)
- deliver connectivity between remnant patches or revegetated corridors
- demonstrate high-quality representative plant communities
- incorporate buffer zones
- incorporate cross-boundary remnant protection.

Replacing or repairing fences to continue to protect remnant vegetation will be considered. Please provide details of any covenants which may apply to the area, as well as mapping and justification for the repairs.

Revegetation

Things to consider in your application:

- Funds cannot be requested to pay landholders for site preparation or planting. Where landholders conduct this work it is considered an in-kind contribution towards the project.
- Funds can be requested to employ a contractor for site preparation and planting if the group or landholder is unable to undertake these tasks but this request must be fully justified.
- Funds can be requested for the purchase or collection of local provenance seeds, however the seed collection must be carried out by a fully licensed collector in accordance with the *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018*.

General guidelines for revegetation activities:

- A maximum of \$5,000 per ha can be requested for revegetation unless fully justified.
- A minimum of 800 stems per hectare must be planted unless justified.
- Seedlings are purchased for no more than \$3 per stem.
- Local provenance species are preferred where possible.
- Revegetation efforts should aim for multi-story plantings; combining tubestock planting with direct seeding is highly recommended.
- Seedling protection is recommended, and explanation should be provided if not undertaken.
- Revegetation must be fenced to exclude stock where relevant.
- Watering is considered an in-kind contribution unless fully justified.
- Tools and tips for revegetation can be found at <https://www.dpaw.wa.gov.au/management/off-reserve-conservation/234-habitat-for-nature-conservation>



Capability building

State NRM recognises that provision of key labour and knowledge resources at critical times can significantly improve the outcomes of a project. To that end, the State NRM Program will consider funding the following capability building activities if it can be demonstrated that they will contribute directly to improved NRM outcomes.

Capturing or implementing Traditional Ecological Knowledge

Activities incorporating Traditional Ecological Knowledge, including the spiritual and the sacred, should focus on Indigenous biological and ecological knowledge, and how that knowledge is applied to natural resources, plants, animals, and their environments.

Applications must demonstrate how Traditional Owners will be involved in these activities, how the knowledge will be stored and how the knowledge will be used in future land and sea management.

To the extent that Project Material or Pre-existing Material comprises Traditional Knowledge that is culturally sensitive to Indigenous groups, such material will not be disclosed to persons or bodies outside the WA Government without the agreement of the relevant Indigenous groups or the applicant.

Data collection

Activities that collect data should clearly show how it will be used to improve the condition of an area or species, how it will add to existing knowledge, and how it will be stored, managed and shared.

Information sharing

The sharing of information is a widely accepted and effective means of developing capability. Community groups can apply for funds to access information through various means to build their own capability. They can also apply for funds to disseminate their experiences and learnings to other groups to increase the benefit from that information.

Grant funds may be used to develop, improve and/or deliver the following activities:

- events such as seminars, workshops, field trips, citizen science
- information products such as booklets, brochures, websites, GIS systems, and peer-to-peer learning systems, noting that the preferred format for products is digital and justification needs to be provided for paper-based production
- skills development and training programs including Aboriginal Ranger Group training
- education programs that focus on school children's environmental education.

Planning

Effective NRM planning typically results in quality outcomes.

Projects that include the development of a plan (for example, action plan or management plan) should clearly indicate how the plan will be used in future management of an area or species, and how it will contribute to decision making.



Research

Research activities may be considered for funding under the following conditions:

- research into implementation of innovative best practice in specific WA land systems where it is relatively untested,
- research into extensions of local knowledge development, or
- other innovative research into WA specific NRM outcomes and activities.

All funding requests for research should demonstrate how it will assist the local community and how the results will be shared more widely. All relevant current research should be formally acknowledged. Please note that tertiary education institutions are ineligible to apply and student scholarships, stipends or subsidies are not eligible to receive funding.

Things to consider in your application:

- It is the responsibility of the applicant to investigate what is required for the project.
- Using animals for scientific purposes is covered by a licence issued under the provisions of the *Animal Welfare Act 2002*, which is administered by the Department of Primary Industries and Regional Development with updated information provided [here](#). It is not essential to provide a copy of the licence on application, but a copy may be required as a condition of funding.
- Approval from an Animal Ethics Committee (AEC) in accordance with the Scientific Use Code is not essential on application but a copy may be required as a condition of funding.
- If the project involves native animals, licences will also be required from the Department of Biodiversity, Conservation and Attractions. It is not essential to provide a copy of the licences on application, but a copy may be required as a condition of funding.

Resource condition assessment

The gathering and recording of data about the condition of natural resources is recognised as an important foundational activity enabling sound project planning and strong project outcomes. Resource condition assessments can also be valuable to show the impact of past State NRM Program funded works and contribute to the evaluation of ongoing works.

Resource condition assessments could include:

- flora, fauna or vegetation surveys and mapping
- weed mapping or monitoring
- pest animal surveys or mapping
- water quality surveys
- plant survival surveys.

Projects that demonstrate a clear need for the proposed resource condition assessment, and the value of the activity in enabling improved long-term management, will be highly regarded. The funding request should also clearly identify how the assessment information will be collected, stored, managed and shared.

Technical advice

There is an increasing amount of technical information available to volunteers and community-based groups in many different formats that may help them improve how they do their NRM work. This information is often not readily accessible, may not be easily understood and may possibly be conflicting.

Grant funding may be used to engage the services of advisers or consultants who can help volunteers and community groups access, interpret and better understand technical information.

Training and skills development

Grant funding may be used to build the capacity of an organisation through training and skills development. Applications that describe the training need, how it was identified, and how the training need or skills-gap will be addressed will be viewed favourably.

Monitoring

Monitoring is critical to being able to tell if your project's activities are addressing the goals of your project. The establishment of a monitoring and evaluation framework is an important first step in planning for, and verifying if the project has been successful.

A well-designed monitoring system can answer questions such as:

- Are there increased benefits to local people from sustainable natural resource use?
- Are habitats and ecosystems being degraded or improved?
- Are the populations of individual species of plants and animals declining or increasing?
- What are the causes?
- Are the outcomes of the project what you expected, or are they different?
- Has the management intervention had the intended impact on the ecosystem?

Monitoring your project as it progresses also provides essential evidence that the activities of the project have been successfully undertaken. Evidence of achievement is a requirement of reporting under the State NRM Program.

There are many different ways of monitoring however the level of monitoring should be consistent with the size and scope of the project. Some important points to consider when preparing your application:

- Basic monitoring activities (such as fixed-point photo monitoring, drone photography or photos and registrations) are generally considered an in-kind contribution or should be included in any coordination expenses.
- Purchase of equipment for monitoring (such as remote sensing cameras) may be considered for funding.
- Monitoring programs involving citizen science will be highly regarded.

Please refer to the State NRM Program [Photo Point Monitoring Factsheet](#) for more information on how to set up a fixed-point photo monitoring system. Please note that site locations for on-ground activities will have to be mapped out, and before and after images scheduled (and taken). We strongly recommend for the captured images to be renamed with the name containing the site name and date the image was taken.

For more guidance on measures for activities which will inform your monitoring and evaluation framework, please refer to the State NRM Program [Project Activities, Measures and Evidence document](#).



Appendix C: Consulting with Aboriginal people

Early engagement with local Aboriginal groups during the development of your project is essential. It is required regardless of land tenure (whether the land you are working on is privately owned or public land).

The approach that you take to engaging with Aboriginal people, and what you might ask of the Aboriginal people you engage with, will vary on a case-by-case basis. Factors that influence your approach include: the nature and scope of your project; the cultural heritage values of the areas in which you will be working; and the native title status of the area.

Aboriginal governance processes are complex with extended family networks needing to be kept informed as part of the consultation process. It is important to recognise that meaningful engagement will take time, and sufficient time for proposals will be required for consideration by their community. It is also important to remember that Elders and spokespeople often have competing commitments and are usually engaged in multiple projects.

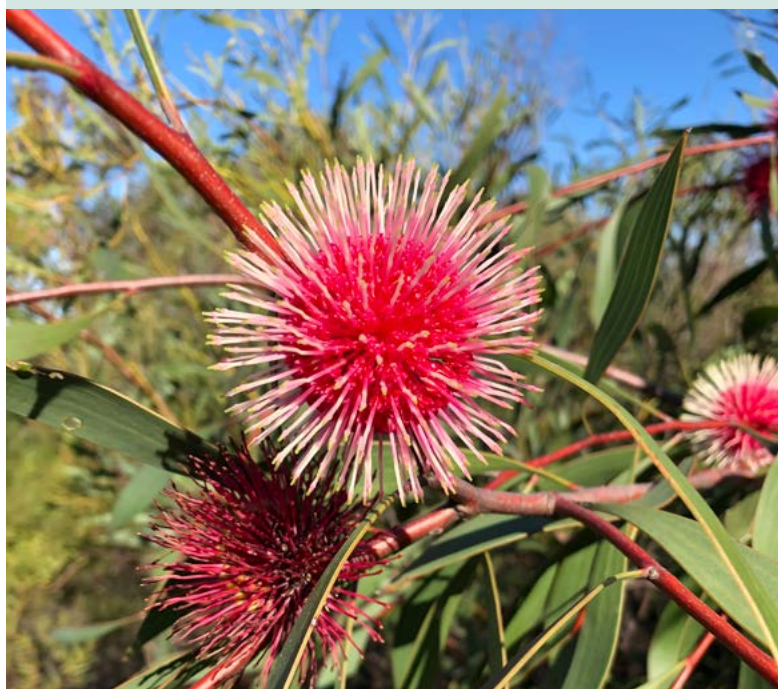
The purpose of consulting with Aboriginal groups is to:

- acknowledge Traditional Knowledge and expertise
- confirm the importance of the area to Aboriginal people including cultural heritage values
- protect cultural heritage and heritage sites
- promote awareness of Traditional Knowledge in NRM and explore opportunities for Aboriginal people to inform land management practices or to be involved in the planning and design of projects
- ensure that free, prior and informed consent has been obtained from Aboriginal people
- ensure compliance with the *Native Title Act 1993 (Cth)*
- ensure compliance with Western Australia's *Aboriginal Heritage Act 1972* and [Aboriginal Cultural Heritage Act 2021](#).

Free, prior and informed consent

Free, prior and informed consent means the consent is:

- **Free** from force, intimidation, manipulation, coercion or pressure.
- Obtained **prior** to the project starting, and
- Obtained after Indigenous people are fully **informed** about the costs, benefits, and risks of the project, and provided the opportunity to seek independent advice.



What to do

If you are unsure of where to start your Aboriginal consultation, we recommend that you read [Ask First](#), an easy-to-read guide containing practical information. Then:

1. Conduct a search of the [Aboriginal Heritage Inquiry System](#) to check if there are heritage sites relevant to your project location and to determine whether your project could impact a site. You will need to run the search for each project site (if your project has more than one). If in doubt, contact the Aboriginal Heritage section of the Department of Planning, Lands and Heritage at AboriginalHeritage@dplh.wa.gov.au.
2. Make contact with representatives of the Aboriginal community relevant to the Country on which you are working. If you are unsure who to contact, some suggestions are provided below.

Native Title

Native Title is governed by the *Native Title Act 1993 (Cth)*. Any land that is a site of an approved or pending Native Title Claim, is bound by that law.

To determine if Native Title exists in the area you wish to work, go to the website:

<https://nntt.maps.arcgis.com/apps/webappviewer/index.html?id=c57f0e996a7c485480570c38c823398c>

Click on the proposed project location and a box will come up. This box has lots of useful information including:

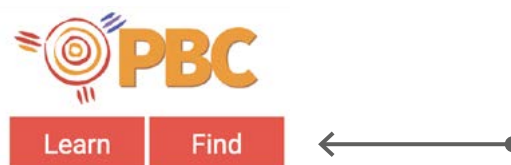
- the outcome of any Native Title claim and
- the Registered Native Title Body Corporate (**RNTBC Name**) that you will need to contact when Native Title exists

When Native Title exists in the area you wish to conduct your project, you will need to provide written evidence from the relevant Registered Native Title Body Corporate (RNTBC) that you have permission to conduct activities on this land. Evidence is required that the correct people have been consulted. The correct evidence is a letter signed by the Chair or two board members.

Once you have the **RNTBC name** go to:

<https://nativetitle.org.au/learn/native-title-and-pbcs/native-title-act-and-pbc-regulations>

Click on the red Find button and select Western Australia from the drop down menu:



Find the **RNTBC Name** in the list. Click on the RNTBC name and this will give you the contact details of the RNTBC so you can begin the consultation/engagement process. The RNTBC has the list of members and those who are able to speak for country. Your request will be referred to the correct people in that community.

If there is no Native Title in the area, then you should get into contact with the relevant land and sea council and they can put you in contact with the right people. If you know an Aboriginal person who can speak for the country where you wish to work, then please engage with them.



Aboriginal Land and Sea Councils

These organisations represent and support Aboriginal people in relation to Native Title matters but also on issues affecting their lands, seas and communities. They also run community, environmental and economic development projects and may be able to assist in engaging with Aboriginal people. A list of contacts can be found at <https://www.waitoc.com/culture-experiences/aboriginal-culture/land-sea-councils>

Community NRM groups

There are a number of community NRM groups that may be able to provide suggestions for engaging with Aboriginal communities. Please contact the State NRM Office for further direction.

Respecting Traditional Ecological Knowledge

If Aboriginal people are involved in the planning, design, or implementation of projects, it is important their Traditional Ecological Knowledge is protected, and Intellectual Property arrangements are identified. For example, Aboriginal people remain the owners of any knowledge shared, and this knowledge is treated as confidential unless specified otherwise. Aboriginal people should also be able to access any information generated from the project in an accessible format. Access and Benefit Sharing Agreements and other contracts can be used to ensure any Intellectual Property arrangements are legally binding obligations.

Appendix D:

Key application questions

The following is a list of key long-answer questions taken from the application form.

It is provided to assist any applicants that wish to first prepare responses in a document format (copy and paste the questions into a document to prepare responses) and then copy and paste those responses into the online form.



Please note: your final application must be provided using the online form. Word limits apply as noted.

1.2 Conflict of interest declaration (if applicable)

- Is it possible that you, your organisation, a sponsored organisation, or an affiliate have a conflict of interest in this application? If yes, please describe the situation.
You should identify who has the interest, the nature of the association and any actions you have taken to mitigate this conflict of interest (maximum 100 words).

4.2 Project design

- Describe the problem or background in more detail; what specific issues or threats will the project address? (maximum 250 words).
- Outline the goals of the project; what outcomes will be achieved by the end of the project? (maximum 250 words).
- How will your proposed activities benefit the local or broader community; why is this project important? (maximum 250 words).
- Describe the activities the project will undertake and the methodology it will use; how will you address the issues or threats described above? (maximum 250 words).

- Outline the reasons for selecting the project's location or site/s; why did you choose to do the project there? (maximum 250 words).
- Consider the risks to your project's success; what risks have you identified, and what steps will you take to manage these risks? (maximum 250 words, large projects only).

4.3 Project Summary

Your summary should very briefly describe:

- The problem the project aims to address;
- The proposed outcomes of the project; and
- How the project will achieve the proposed outcomes (that is, the activities or methodology proposed) (maximum 100 words).

4.4 Continuing projects

- Is this proposed project a continuation of any previously funded State NRM Program grant? If yes, please provide the State NRM Program project number/s and project title/s that this application will build on (maximum 150 words).
- Please justify why continued funding is needed; why is it important to continue these activities? (maximum 250 words and uploads).

4.5 Devolved grants

- Are you requesting funds to run devolved grants? If yes, please describe the purpose of the devolved grants; why is a devolved grants delivery method considered the best approach? (maximum 150 words and uploads).
- Please describe the application, assessment and approval process you will use (or have used) for these devolved grants (maximum 250 words and uploads).

6.1 Consultation with stakeholders

- Have stakeholders been consulted or engaged with in preparation for this project? If yes, please list the individuals and/or organisations that were consulted as part of your planning process and describe the outcome (maximum of 50 words each).
- If no, please explain why you have not consulted. (maximum 150 words)

6.2 Landholder permissions

- If there are multiple sites you must identify land tenure and management for each site. If your project involves on-ground activities, who owns and/ or manages the land that you will be working on? Please attach evidence that you have in-principle permission to work on each property. (list and uploads)

6.3 Consultation with Aboriginal people

Step 1: Aboriginal Heritage Inquiry System

- Did the search for your project site(s) in the Aboriginal Heritage Inquiry System produce any results? Describe the results of the inquiry.
- How do you believe your project may impact the heritage or cultural sites concerned? (maximum 150 words)

Step 2: Contact representatives of the relevant Aboriginal community

- Is there a Native Title claim for the area in which the project is proposed? If yes, please identify the Native Title claim and the Registered Native Title Body Corporate (RNTBC) for that claim. (maximum 150 words and uploads)

- Have you consulted with an Aboriginal group or individual who can speak for Country for your project area? If yes, please provide details of who you consulted, the Country for which they speak, and the outcome of the conversation. (maximum 150 words)
- If no, please explain why you have not consulted? (maximum 150 words)

6.4 Biosecurity and animal welfare

- Are invasive species being addressed by your project's activities? If yes, have you consulted with the relevant Recognised Biosecurity Group? If yes, please outline who you spoke with and the result of the consultation (maximum 150 words and uploads).
- If no, please explain why you have not consulted. (maximum 150 words)
- Will animals be involved in or be affected by your project's activities? If yes, how will animals be involved and how will your activities impact them? (maximum 150 words).
- Have you spoken with DPIRD or DBCA regarding the relevant licenses, permits, or approvals required for your project? What were the recommendations? (maximum 150 words and uploads).

8.2 Volunteer involvement

- Please tell us about any volunteers you expect to be involved in this project; who do they represent and how will they be involved? (maximum 150 words and uploads)

8.3 Salaried activities

- Are you requesting grant funds to pay salaries and on-costs? If yes, please justify how this employee funding request will benefit overall project outcomes; what would happen if the funding was not available? (maximum 150 words).
- Please identify the staff to be funded including name (if known), position, the organisation to which they belong, and their employment circumstances (maximum 150 words).

8.5 Contractors and consultants

- Will grant funds be used to engage contractors or consultants? If yes, please describe why it is essential to the project to engage a contractor or consultant (maximum 150 words and uploads).
- Is your organisation proposing to provide a service to this project? If yes, please explain why your organisation should be considered the preferred provider of the service. Ensure that you also complete the conflict of interest declaration at 1.2. (maximum 150 words)
- Will you be contracting work to an Aboriginal Ranger group? If yes, please identify which Aboriginal Ranger group/s will you be working with, and what services they will be providing. (maximum 150 words)
- Will Aboriginal Elders be participating in your project? If yes, please identify which Aboriginal Elders (or group/s of Elders) you will engage with, and how they will they participate in your project. (maximum 150 words)
- Are you requesting funds to purchase services provided by State or Federal government agencies? If yes, please identify which agencies you will be working with, the service to be provided, and describe why these services are essential to the project (maximum 150 words).

8.6 Assets

- Will you be using grant funds to purchase assets over \$2,500? If yes, please provide detail of each asset over \$2,500 including what it is, what it will cost, and why it is essential to the project (maximum 150 words and uploads).

9.1 Monitoring

- What do you expect to change as a result of this project? (maximum 250 words)

9.2 Maintenance of project results

- How will the change achieved as a result of this project be maintained in the future? (maximum 150 words)

11.1 Feedback

- We are always trying to improve our application process, and genuinely appreciate your input. Do you have any feedback for us?





State Natural Resource Management Program

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