



Coastwest Grants 2025/26 application guidelines



Dune brushing, Perth NRM

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CoastWA is the State Government's strategic response to the growing impacts of coastal hazards to plan for, manage, and protect the Western Australian coast to ensure long-term sustainable land-use and development.

The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of land and waterways across Western Australia. The Department is committed to reconciliation to improve outcomes for Aboriginal and Torres Strait Islander peoples and to work together to provide a culturally-safe and inclusive environment.

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website: www.dplh.wa.gov.au
email: info@dplh.wa.gov.au
tel: 08 6551 8002
fax: 08 6551 9001
National Relay Service: 13 36 77

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Coastwest 2025/26

The coast of Western Australia is the State’s most contested space. It has unique and diverse values but faces a range of challenges including population growth, development, climate change, and coastal hazards such as erosion and inundation.

Applications are invited for grants of \$5,000 - \$60,000 for projects which address these challenges and which can commence from July 2025 and be completed within 12 months.

Applications must be submitted by 12 pm (midday) Monday 14 April 2025.

Coastwest is a Western Australian Planning Commission (WAPC) initiative administered by the Department of Planning, Lands and Heritage.



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1. Objectives

Coastwest aims to:

- contribute to the implementation of local and regional coastal plans and strategies, especially those devised in accordance with *State Planning Policy 2.6: State Coastal Planning Policy* (SPP 2.6).
- encourage and support coastal management actions that reduce exposure to coastal hazards and risks to preserve Western Australia's beaches and foreshores.
- foster sustainable recreational and tourist use of the coast by assisting in the maintenance of the recreational amenity and provision of public access to the coast.
- build the capacity of Western Australian communities to increase their involvement in coastal zone management activities, through joint coastal research activities, education and training.
- assist in the identification, protection and maintenance of environmental values, aesthetic qualities, biodiversity and water quality in the coastal zone.

2. Eligibility

2.1 Eligible Locations

Your project must be in a coastal location consistent with the definition set out in SPP 2.6 which applies to the coast throughout Western Australia, including:

- sandy coasts, rocky coasts, mixed sandy and rocky coasts, coastal lowlands, and tidal reaches of inland waters (e.g. estuaries)
- near shore marine waters, State waters
- all islands within the State lying seawards of the mainland.

Detailed descriptions of coastal types are set out in Schedule One of [SPP 2.6](#).

Activities must be on publicly owned or managed coastal environment within the jurisdiction of the Western Australian Government with the approval of the relevant coastal manager. Examples of appropriate land tenure include:

- Crown land, both marine and terrestrial (such as national parks and marine parks)
- leased land for public purposes
- public or other reserves under the care, control or management of local government
- land that is under the care, control or management of Aboriginal people and is held for the use and benefit of Aboriginal people (for example, a pastoral lease)



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- land and waters over which native title has been determined to exist under the Australian Government's Native Title Act 1993.

Projects that propose effective planning and management actions in [coastal erosion hotspots or watchlist sites](#) as defined in the *Assessment of Coastal Erosion Hotspots in Western Australia* or inundation sites (identified in [A Statewide Coastal Inundation Assessment for WA](#)) will be favourably considered and receive additional priority (see Section 8 Assessment).

If no coastal plan or strategy exists for your project area, you should clearly identify why and how the site has been selected. Projects in remote locations that include the development of site plans as a component of the project will be considered favourably.

Information on the status of coastal plans and strategies can be found online at [PlanWA](#). PlanWA allows searches by region or specific location to view the spatial extent of coastal plans and strategies and provides summary information and links to documents.

Activities on Christmas and Cocos (Keeling) islands are not eligible for Coastwest funding.

2.2 Eligible Applicants

Community groups:

- Coastcare or Landcare group
- regional coastal management group
- primary or secondary school, TAFE or university
- local ratepayers' association

- 'friends-of' group
- regional natural resource management organisation
- non-government organisation
- not-for-profit organisation
- other local issues-based community-oriented groups.

Coastal managers:

- a local government with vested responsibility for coastal management
- an Aboriginal Corporation or land council with land management responsibilities.

2.3 Ineligible applicants

State Government departments or agencies, registered businesses or individuals are not eligible to apply but can participate as a project partner with eligible applicants.

2.4 Applicants must be up to date with reporting

Recipients of existing or previous grants from Coastwest or the Coastal Management Plan Assistance Program must ensure they are up to date with all reporting or acquittal requirements at the time of application. Applicants with outstanding reports may not be considered for funding.



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2.5 Eligible activities

Each project is required to address Coastwest objectives by undertaking one or more of the following activities. High priority will be given to projects that address the causes of problems and are part of a long-term integrated management strategy.

On-ground action

Coastwest supports on-ground activities to:

- implement actions arising from local or regional coastal management plans, including coastal hazard risk management and adaptation plans.
- manage risks from coastal hazards to preserve Western Australia's beaches and foreshores.
- maintain public access, amenity and sustainable use of beaches and foreshores including for tourism and recreation.
- protect and rehabilitate sensitive coastal areas, enhance coastal landscapes and biodiversity including near shore marine habitats.
- identify, protect and manage natural and cultural heritage resources.

The popularity of beaches, a changing climate, invasive pests and species, and development pressures all affect the health of Western Australia's coast. Coastal dunes play an important role in the mitigation of coastal hazards and help to protect the natural and human use values of beaches.

Revegetation projects must use native plant species endemic to the region. Plant species and the source of seeds must be identified in the application.

Public amenity facilities will only be considered for funding if these address specific causes of environmental damage to coastal areas.

The planning, design, standards approval and construction of facilities and structures will usually be the responsibility of the coastal manager. Applicants must provide drawings, designs, or site plans showing how the structure will be incorporated into the site.

Site or local area planning

An individual site or local area may require detailed planning as part of a staged and justified approach before on-ground works can take place. For example, a localised foreshore management plan or site master plan. This may be particularly relevant for areas not covered by an existing coastal plan. Information on foreshore management plan requirements can be found in Section 4.8 of the [SPP2.6 Guidelines](#).

Projects that develop a plan must demonstrate how it will be used in future management of the area. Local planning of this kind must not duplicate or be inconsistent with any existing plans or strategies developed with, and approved by, the coastal manager and any other relevant public authorities.

Where possible, the project must include active community participation and consultation with the broader community.



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Eligible projects may include those seeking to actively engage a community in identifying and planning for the consequences of coastal hazards such as erosion and inundation on its local coastal area and assets.

Eligible on-ground works may be included as part of the project proposal if achievable within the grant timeframe.

Funding will not be provided for regional or sub-regional planning strategies. The WAPC's [Coastal Management Plan Assistance Program](#) provides funds to support the preparation and implementation of coastal hazard risk management and adaptation plans, coastal strategies, and larger scale foreshore management plans.

Capacity-building

Eligible capacity-building activities should focus on:

- increasing participation of individuals and communities in coastal and marine projects, including enhancing skills and knowledge and raising community awareness.
- increasing the skill levels of group members to help them successfully achieve the objectives of a project.

The aim is to raise the commitment level of the community and coastal managers in maintaining the outcomes of the project, and to motivate and provide practical assistance to others to become involved.

Activities must look to enhance stewardship of the coast by sharing skills and knowledge gained through the project with neighbouring coastal managers, community

groups and the wider community. Projects that enhance community knowledge and understanding of the impacts of coastal hazards will be looked upon favourably.

Education and training activities may be funded if they form part of a larger project incorporating other eligible activities or provide a direct link to subsequent on-ground activities. For example, education materials should not only increase public awareness of problems, but also provide practical advice on actions that can be taken to help solve those problems.

Identification and monitoring

Knowledge collected through monitoring is invaluable in the development and implementation of effective coastal management actions. The gathering of knowledge and data on a specific issue or environmental parameter provides a snapshot of its current condition and information on its status.

The ongoing regular collection of data to provide long-term information about coastal zone change is important for identifying the effect that our actions are having on our surroundings, for evaluating the performance of our management systems and for identifying natural levels of variability and climate change impacts in the coastal zone.

The following types of monitoring are eligible for Coastwest funding:

- beach photo-monitoring
- beach geomorphology
- accretion and/or erosion (shoreline stability)



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- coastal resource usage, for example, beach usage or beach user surveys
- coastal and marine habitats, flora and fauna
- tourism impacts.

Your application must outline the proposed methodology to ensure it is scientifically rigorous and can be replicated over the long term; and that collected data will be sufficiently analysed, presented and used effectively by your partnership or group or by another program or organisation. Higher priority will be given to projects where collected data will be used to support and translate coastal policy into management action, especially to support land-use planning and decision-making.

Research projects must be community-based rather than being pure academic research, with an active role for a community group or members of the wider community. Projects that indicate the establishment of long-term partnerships between academic institutions and community groups that build capacity within the community are more likely to be supported.

Grants will not be provided for research associated with individual PhD projects.

Newly formed community groups

A community group established in the two-year period before the current grants round can make a once-only request for up to \$1,000 to help it become involved in coastal planning and management.

This could be for costs of incorporation or registration fees for training courses for members to appropriately manage the group in the longer term. This must be part of a wider project application for a grant of \$5,000 or more which addresses Coastwest objectives and include one or more eligible activities.

These costs must be itemised in the project workplan alongside other costs and be supported by quotes where appropriate. Evidence must be provided to confirm the eligibility of the applicant group. Current or previous Coastwest grant recipients are ineligible to apply for this component.

Regional coastal management groups

Regional coastal management groups play an important role as a peak body addressing and prioritising coastal and marine planning and management issues. Current or prospective regional coastal management groups can apply for funds of up to \$8,000 to support meeting on a regular basis and to provide information on their activities to the local communities.

Examples of activities that may be funded include:

- establishment and registration costs of the group
- meeting or secretarial expenses
- promotional materials
- member training.

These can be applied for as a standalone grant or as part of a broader grant application addressing Coastwest objectives. The grant application must clearly set out the group's objectives and mission statement or vision and must include a list of members and the organisations they represent.



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2.6 Ineligible activities

Funding will not be provided for:

- projects, activities or events that have already taken place.
- projects which are purely 'contract for service'.
- major capital works, including the construction of seawalls, groynes or roads.
- the construction of artificial reefs or snorkel trails.
- hazard assessments or engineering studies associated with coastal protection.
- regional or sub-regional coastal planning strategies, coastal hazard risk management and adaptation plans, catchment management plans, or management plans for rivers or creeks.
- asset purchases of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1,000 or more.
- general organisational running costs including insurance, such as personal accident, public liability, or professional indemnity other than those directly relating to the delivery of the project.
- on-costs, overheads or infrastructure charges for the management of Coastwest grant funds.
- activities more appropriately funded by other State Government agencies, the community itself, or by industry or other private interests.
- the purchase of land subsidies for commercial activities.

- the development of nursery facilities or plant propagation for commercial sale in competition with the private nursery industry.
- amenity planting such as local government street landscaping.
- projects that adversely affect plant and animal species or communities listed as threatened under the Wildlife Conservation Act 1950 (WA), or the Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth).
- revegetation activities with non-native plant species.
- projects that adversely affect the national estates values of a site listed on the Register of the National Estate, or its interim list, adversely affect a World Heritage property, or affect sites of Aboriginal cultural value.
- projects that adversely affect the values of places listed on the Western Australian Register of Heritage Places or municipal inventories maintained by local governments.
- projects outside the jurisdiction of the Western Australian Government.

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3. Partnerships and applicant contributions

Priority will be given to projects that demonstrate a strong partnership, particularly between a community group and coastal manager. Your application must include a letter of commitment from each partner that outlines the contributions they have agreed to provide. Both parties must co-sign project reports and the final financial acquittal.

Applicants are expected to provide at least 50 per cent of the total project value. That is, a combination of financial and in-kind support providing a project funding ratio of 1:1, applicant dollar to Coastwest grant dollar. Where a proposed contribution is less than this, you must explain why it cannot be provided. Consideration will be given to genuine efforts from applicants and other contributors to offer a reasonable level of in-kind or cash contribution.

Applicants cannot include general organisational costs as in-kind support (see Section 9.3).

Contributions from a coastal manager can be cash and/or in-kind such as technical support, labour, materials and equipment. Vehicle costs or time travelled to and from the work site as support cannot be included. Contributions must be clearly aligned with, and relatable to the proposed project and should be

itemised. Standard costs e.g., annual funds budgeted for management and maintenance of a location will not be accepted.

A community group may provide in-kind support such as equipment and labour and cost this at \$48.01 per hour (using the *All ages* figure devised by [Volunteering Australia](#)).

Time travelled to and from a work site may be considered as in-kind support only if the site is remote.



A community group may provide in-kind support such as equipment and labour and cost this at \$48.01 per hour.

InterUni Challenge 2024. Photo: Volunteering WA



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4. Incorporation, GST and sponsors

To receive and manage Coastwest funds, a community group must be incorporated and have an Australian Business Number (ABN). An unincorporated group can apply if it has a sponsor who agrees to enter into a contract on its behalf. This sponsor must be an incorporated body such as an incorporated community group or the land manager, have an ABN and be willing to ensure that funding conditions are met. A group and its sponsor must sign an agreement setting out the terms of the sponsorship and provide it with the grant application. Please contact 9791 0593 or coastalgrants@dplh.wa.gov.au for further information.

It is not a requirement for an eligible group or sponsor to be registered for GST. However, an unregistered organisation cannot claim GST, and grant payments cannot include an additional 10 per cent on top of the approved grant amount.

5. Project costings and support

5.1 Costings

Project budgets must demonstrate that the project is cost-effective and good value for money. You must itemise the realistic costs of materials, equipment, labour and activities. It is recommended that you break down each project activity describing what will be done; when it will be done; how it will be done; and by whom. Quotes must be provided with your application to support individual costs of more than \$1,000.

5.2 Administration and overhead expenses

It is recognised that there may be general costs that arise from delivering a project. Applicants may seek funding to cover costs, such as:

- office expenses (phone, internet, printing)
- general communications
- insurance (volunteer, public liability and personal accident)
- a single, end of project financial audit (up to \$500 of the total maximum of 10% can be requested as a contribution but only if the procedure for providing a financial statement outlined in Section 14 cannot be achieved without an incurred cost).



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A maximum of 10% of the total requested grant amount can be approved for administration and overhead expenses in addition to the project’s total funding request for all other grant activities. However, applicants must use the workplan and application form to clearly itemise each expense and demonstrate why it is necessary to deliver the project and its outcomes. 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.

EXAMPLE

Grant activity	
Materials grant request	\$10,000
Seedlings grant request	\$5,000
Workshop grant request	\$2,500
Grant request sub-total	\$17,500
Administration	
10 per cent of grant activity subtotal	\$1,750
Total grant request	\$19,250

5.3 General running costs

General running costs of a group or organisation will not be accepted as in-kind contributions and should not be included in the grant application (except in the case of newly formed community groups or regional coastal management groups).

5.4 Consultants and contractors

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 outcomes. Contractors and consultants are people or organisations that deliver part of the project on your behalf (as a service), such as a fencing contractor or weed control specialist. Please remember that this is to support your group’s activities rather than to replace them. The assessment panel will look 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. This is how value for money is determined and why appropriate 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
 - the services which will be provided.



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- provide a minimum of two quotes from service providers to demonstrate that the project budget is well-researched. Applicants must show that value for money has been considered when choosing their preferred provider, particularly when the preferred provider is the highest cost option. Quotes should specify the cost of the service and provide a detailed breakdown of what will be delivered (e.g., for weeding the quote should confirm cost, area and method, and a breakdown of time, materials and labour).

The provision of quotes as part of the application is preferred to allow them to be considered as part of the 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, 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 (e.g., location, prior experience).

5.5 Project officers

Coastwest funds may be sought to fund a project officer to manage a project for a short-term or part-time fixed period only. The position must have specific objectives; be warranted by the nature and complexity of the project and be clearly essential to achieving project outcomes. Costings must justify, for example, hours to be worked, the hourly rate of pay and how this has been determined.

5.6 Cost recovery

Funding will not be provided to applicants seeking to recover costs that are already funded through alternative sources. In assessing each application, the panel will need to be satisfied that all aspects of the project proposal relate to new, and additional, activities and outcomes. Specifically, the panel will consider; in the absence of this grant, would the proposed activities deliverables or outcomes be likely to occur anyway? Applicants should keep this in mind when designing their projects and preparing their applications.

EXAMPLE

If you are engaging an Aboriginal Ranger group to work on your project, your application must indicate whether their services will be provided in-kind to the project or, alternatively, if Coastwest funding will be sought to cover their costs. If the Aboriginal Ranger group's costs are already fully funded through other sources including, for example, the WA Government's Aboriginal Ranger Program, their services must be provided to your project as an in-kind contribution. You must not seek Coastwest funding for this purpose.

If the Aboriginal Ranger group's services are not already fully funded, and you wish to engage them on a fee-for-service basis/ as a contractor, you must provide details of any funding that Ranger Group has received and what the requested Coastwest funding will specifically cover.



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5.7 Other funding sources

Applicants are encouraged to seek other sources of additional funding that may complement Coastwest funds. These should be identified on the application form as 'other contributions' and will not jeopardise the application. Where an organisation has applied for funding from other sources to undertake the same activity and is successful after an application has been made to Coastwest, then funding will not normally be offered. However, part funding may still be offered by Coastwest if other partial funding is obtained. The Coastwest assessment panel reserves the discretion to allocate a lesser or greater contribution of funding than requested in the grant application.

5.8 Maps, site plans and photographs

It is important that you include maps, site plans and photographs to assist the assessment panel in understanding the site and assessing the value of your project. You should provide on-ground photos that show the condition of the site including general vegetation and other relevant details. These should be provided in a picture format (preferably JPEG) in the highest possible resolution e.g., 1 MB or higher.

6. Consultation and aboriginal heritage

6.1 Consultation

It is important that all stakeholders impacted by project activities are consulted in the project planning process. This may include the local community, neighbouring landholders or groups who also use or have an interest in the project area. After explaining your project activities and objectives, allow them the opportunity to ask questions, give feedback or raise concerns.

6.2 Aboriginal Heritage

Early engagement and consultation with traditional owners and other Aboriginal people with rights and interests in your project area will ensure that activities will not have a negative impact on any cultural heritage values. You are also encouraged to include Aboriginal people in the consultation for your project design and implementation.

Traditional burial places of Aboriginal ancestral remains commonly exist within the dune systems adjacent to coastal areas. These places are treated as areas of greater sensitivity. Proposed works within dune systems increases the chances of potentially uncovering or disturbing ancestral remains. It is imperative that engagement with traditional owners and other Aboriginal



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people with an interest in the area is undertaken where there is potential for the disturbance of the area where ancestral remains are located. The risk of burials being impacted by works within the dune systems is regularly identified as a concern. Further information regarding ancestral remains can be accessed on the [Aboriginal sites, objects and ancestral remains](#) web page.

If ancestral remains are uncovered while undertaking a project, the proponent will need to cease works and in the first instance contact WAPOL. If it is confirmed that the remains are those of an Aboriginal person, contact will need to be made with the Department of Planning, Lands and Heritage. It is highly likely that delays may occur and statutory approval will be required to complete the project.

Traditional burials are one of many types of Aboriginal sites that exist throughout the State. The Aboriginal Heritage Act 1972 (the Act) protects Aboriginal sites of importance, whether they are registered or not. It is an offence to damage, destroy or alter an Aboriginal site in any way without the consent of the Minister for Aboriginal Affairs under Section 18 of the Act; or without a permit from the Registrar of Aboriginal Sites in cases where activities are deemed non-deleterious under Regulation 10 of the Aboriginal Heritage Regulations 1974.

Every Coastwest grant application must provide evidence that consultation with Aboriginal people has taken place or commenced. It is recommended that the following steps are taken by applicants.

- Undertake a search of the Aboriginal Cultural Heritage Inquiry System (ACHIS) at the earliest stage of project design, focusing on the specific project area rather than the wider region or local

government area. The ACHIS can be found online at [Aboriginal Cultural Heritage Inquiry System](#) along with the [ACHIS User Guide](#).

- Undertake **two** searches for the same area: a search for 1) Registered Sites and 2) Other Heritage Places. The ACHIS may also provide information about previous heritage work in the area that will be of assistance in assessing risk to Aboriginal heritage.
- Review the [section 18 Guidelines](#) and the [Consultation Policy](#). If applicants have any doubts as to whether the activity may harm Aboriginal heritage they are encouraged to contact the Aboriginal Heritage directorate of the Department of Planning, Lands and Heritage at AboriginalHeritage@dplh.wa.gov.au for further advice. The Department can also be contacted if the due diligence guidelines indicate a low risk, and you require further advice.
- If the project is within the mapped polygon (area) of an Aboriginal site or lodged Aboriginal heritage place, it is recommended a query to AboriginalHeritage@dplh.wa.gov.au is made to determine if the works are within the specific location of the Aboriginal heritage place.
- If consultation is required review the Consultation Policy and contact the Department of Planning, Lands and Heritage on how to contact the appropriate native title group, traditional owners and other Aboriginal organisations or people with an interest and knowledge of the area. This is important as not all heritage sites are registered or reported.
- If your project is located in the area of the Yamatji Nation Indigenous Land Use Agreement further advice can be sought from the Department of Planning, Lands and Heritage at

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yamatjinationheritage@dph.wa.gov.au, or if it is located in the South West Native Title Settlement Indigenous Land Use Agreement area advice can be sought from swsheritage@dph.wa.gov.au.



Rockingham Beach Clean 2023. Photo: Perth NRM

7. Environmental and heritage impacts

Applicants will need to determine if their project site is on a statutory heritage register.

You can obtain information about the Australian heritage system from the Australian Government Department of Climate Change, Energy, the Environment and Water (DCCEEW) [website](#).

Additionally, the site may also be listed with a range of non-government organisations with interests in heritage preservation.

Coastal managers should be aware of activities requiring permits under the Wildlife Conservation Act 1950 (WA) and Conservation and Land Management Act 1984 (WA) which are both available from the State Law Publisher at www.slp.wa.gov.au, as well as the Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth) (available at DCCEEW [website](#) and seek any necessary permits.



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8. Assessment

Eligible project applications will be assessed for technical feasibility, priority against grant criteria and their relationship to State priorities. It is anticipated that successful applications will be announced in July 2025.

Projects will be assessed using the following criteria:

- a demonstrated clear need and priority for the project, with clear outcomes that meet Coastwest objectives (worth up to 35% of assessment score)
- sound project planning, design, technical feasibility and sustainability (worth up to 25%)
- community involvement in the design, planning and implementation of the project including consultation with Aboriginal people (worth up to 15%)
- a reasonable and justified funding request that demonstrates value for money (worth up to 15%)
- actions in coastal hotspot or watchlist locations (as defined in the Assessment of Coastal Erosion Hotspots in Western Australia) or inundation sites (as identified in A Statewide Coastal Inundation Assessment for WA) to reduce exposure to coastal hazards and risks to preserve Western Australia’s beaches and foreshores. (worth up to 10%).

Figure 1: Grants Process timeline



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9 Making an Application

All applications, together with any supporting documentation, must be submitted by **12 noon Monday 14 April 2025**. Late or incomplete applications will not be accepted. Please allow plenty of time to complete your submission.

Applications can only be submitted using SmartyGrants, the online grants management tool used by the Department of Planning, Lands and Heritage.

Once you have completed your application, you can download a PDF version by going to the 'Review and Submit' page in Form Navigation. You can do this at any time. Remember to save your progress as you go. You may re-enter the application using My Submissions at the top of the landing page once you have logged in.

Contact 9791 0593 or coastalgrants@dplh.wa.gov.au for assistance with planning or preparing an application. You should pay close attention to attachments and evidence that support the application.



InterUni Challenge 2024. Photo: Volunteering WA



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10. Grant management

All applicants will be notified by email of the outcome of their grant application. Information about successful grants, including the grant recipient's name, location, funding amount and project summary will be published on the WA Government website.

Successful applicants are required to enter into a funding agreement with the WAPC. This must be signed by an authorised representative of the group or sponsor organisation. Agreements detail the obligations to use funding, meet performance targets against described activities, the expected timeline for project expenditure and project reporting requirements, and describe how grant recipients will be required to acknowledge the funding support from Coastwest grants. Projects should be completed within 12 months of signing of the funding agreement.

Recipients must keep proper accounting records for all project costs (both monies and in-kind contributions). There is no formal requirement to hold the grant funds in a separate bank account, although project managers may find it helps to keep grant monies separate in this way.

Grant payments will be staged and consistent with the completion of milestone objectives as shown in the table below.

Table 1: Payment milestones

Payment milestone	% Payment
Signing of funding agreement	30%
Approval of progress report	60%
Approval of final report	10%

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11. SAFETY

Applicants must deliver a safe working environment for delivery of their project and will be required to comply with all work, health and safety legislation and requirements. These include, but are not limited to, supervision of employees or volunteers, maintaining necessary insurance, and delivery of appropriate training.

Insurance requirements are set out in the funding agreement signed by the applicant with the Western Australian Planning Commission. As a condition of funding, successful applicants must have suitable public liability, personal accident and professional indemnity insurance. Community groups working in a partnership should ensure that project participants are covered by appropriate insurance.



InterUni Challenge 2024. Photo: Volunteering WA



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12. Project reporting and acquittal

Coastwest grant recipients are required to report on project progress. Reporting dates will be agreed at sign-off of the funding agreement. If you believe that your project may not be able to meet its milestones and objectives, a variation to the funding agreement may be negotiated.

At the end of your project, you must submit a final report to demonstrate that your project has been completed in line with the approved application, and that funding has been spent accountably.

Photographs are a useful part of reporting. You should include before-and-after-photographs where possible to demonstrate your progress and achievements.

A financial statement must be submitted following the final report. This should be prepared by a suitable person (as detailed in Figure 2) who has not been directly involved in the project. The financial statement must include evidence of all Coastwest income and expenditure. Expenditure must match details in the project plan.

If meeting this requirement will incur a cost, community organisations can request a contribution of up to \$500 from Coastwest in their application but must justify and demonstrate how these costs will be incurred. These costs must be included in any request for administration expenses as set out in section 9.2. For further information about acquittal requirements, please contact the Coastwest grants officer on 9791 0593 or at coastalgrants@dplh.wa.gov.au

Table 2: Reporting and financial acquittal requirements

Grant amount	Reporting requirements	Acquittal requirements	Suitable independent person
\$5,000 - \$25,000	<ul style="list-style-type: none">Project milestones agreed at project commencementProgress report	An audited financial statement signed off by the project manager and someone independent of the project using a Statutory Declaration	Accounting/book-keeping skills or experience preferred but not required
\$25,001 - \$60,000	<ul style="list-style-type: none">Final report		Must have accounting/book-keeping qualifications and experience

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13. Advice and support

Coastwest grants are provided for projects in publicly owned or managed coastal locations which must be approved by the relevant coastal manager.

Community groups should seek advice from their local government or where appropriate from an appropriate state government agency for project timing, design and implementation.

Regional coastal groups and natural resource management organisations are also well placed to provide overarching and general advice.



Secret Harbour Planting 1. Photo: Perth NRM

