



# Building Understanding Workshops

## Funding Terms and Conditions

### Project overview

The Partnering in Private Land Conservation project is aiming to Build Understanding between Landcare NSW, Landcare in the regions and the Biodiversity Conservation Trust.

Funds are available to Landcare NSW member groups to host a workshop to bring Landcare and the BCT together to learn about each other and develop an approach for building knowledge and increasing participation in private land conservation.

Funds are available for seven workshops across the state. The workshop host will work with Landcare NSW and BCT to find a suitable date and develop an agenda. Please review the draft agenda, but note that it needs to be adapted to suit your region's needs.

A workshop could be face-to-face, online, or a mixture of the two. Workshops are suggested to run over two consecutive days but the delivery method, needs and capacity within the region may adjust the agenda and workshop length.

Workshop attendees should be able to provide a strategic overview of Landcare in the region and assist in priority setting. A workshop could have 10-30 participants from Landcare in the region and 3-5 BCT regional staff. Participants from other organisations, eg LLS, should only be invited to attend if it will support the workshops objectives and session outcomes.

The Landcare NSW Project Manager will attend the workshops and is available to facilitate the workshop if requested. Other facilitators (eg DPIE) could also be engaged. It is recommended that a co-facilitator is identified as well.

Applicants should contact Landcare NSW to discuss their EOI prior to submission.

Workshop success will be measured in a number of areas including:

- participants satisfaction with the workshop;
- better understanding of regional activities from different organisations
- an increased understanding of participants different work and roles;
- identification of common ground, shared priorities and gaps across the region;
- development of a shared approach to the next phase of the Partnership in Private Land Conservation project.

The workshop facilitator needs to collate information from the workshop and provide a 1 page summary to the BCT, Landcare NSW and the Landcare participants. If a facilitator is provided by Landcare NSW/BCT then the host organisation representative needs to review the collated information and 1 page summary before it is shared to the workshop participants. This will be due within 1 month of the workshop.

# Landcare NSW Incorporated

ABN 24 958 819 359

Unit 7 | 56 Church Avenue | Mascot NSW 2020

T: 0458 168 225

[tpartridge@landcarensw.org.au](mailto:tpartridge@landcarensw.org.au)

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## Application process

Step 1: After reading the Workshop Overview, Eligibility Criteria and Terms and Conditions outlined in this document, determine if you are eligible and you are able to fulfil the funding requirements. Should you be unsure contact Landcare NSW to discuss your application.

Step 2: Please submit your application by 5pm July 17, completing all questions as instructed. You will receive a confirmation email upon submission of your application. If you need longer to complete your application, please contact LNSW.

Step 3: LNSW may contact applicants to obtain more information or adjust the contract to ensure workshop success.

Step 4: Once the application process has been completed, each application will be reviewed for its suitability. Recipients will be notified as to their success or not by July 30.

Step 5: Upon receipt of an approved application from Landcare NSW the workshop host should send an invoice for the full workshop budget.

## Eligibility Criteria

### Who is eligible to apply?

To be eligible to receive a funding to host the Building Understanding workshop each applicant must:

- Be a not-for-profit, incorporated Landcare NSW 2020 Member, and/or community group member with an ABN. You can complete a membership application form [here](#).
- Be seeking funding for activities as detailed above.

### Who is not eligible to apply?

- Individuals.
- Non Landcare NSW-paying members.
- Applicants with outstanding acquittals or reporting from previous environmental grants from Landcare NSW partners including the Biodiversity Conservation Trust (BCT), Department of Planning, Industry and Environment, NSW Environmental Trust, OzFish Unlimited

## Funding Principles for Building Understanding workshops

1. For Landcare and BCT staff the expectation is that they would attend on staff time and for volunteer/committee members on their own time. RLCs/LLCs should discuss with their host organisation and NSW Landcare program if this is not possible.
2. Funding would be limited to:
  - a. Venue hire and workshop catering for all participants

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- For overnight events - An evening meal for landcare staff and committee members (no alcohol), and the following days breakfast (BCT and non-landcare participants at their organisations cost)
- b. For overnight events
  - Accommodation costs for landcare staff and committee members (BCT and non-landcare participants at their organisations cost), noting that mini bar costs / security deposit etc would be on the attendee and not included
- c. Where assistance is requested (ie it is not a 'given')
  - Personal vehicle travel costs at the ATO per km rate for landcare staff and committee members.
- d. Workshop coordination, facilitation and administration
  - Pay for a reasonable amount of a Landcare host's workshop coordination and administration costs.
  - Landcare NSW and BCT can provide workshop facilitation/co-facilitation at no cost. The Landcare host should work with the workshop facilitators to determine the agenda.

## FUNDING TERMS AND CONDITIONS

1. By submitting an application, the Applicant agrees to be bound by these terms and conditions.
2. Applications must be submitted via the Landcare NSW.
3. Applications submitted after the closing time need to have an agreed date of submission with Landcare NSW before the closing date.
4. Landcare NSW reserves the right to refuse any application.
5. Applications will be assessed against the eligibility and / or assessment criteria outlined in the this document.

### Privacy

6. Information requested in the application form will only be used for reviewing, assessing and awarding funding. All information provided will be maintained according to the strict privacy laws under which Landcare NSW operates.

### Funding

7. Project funding is provided on a one-off basis.
8. Project funding will not be released until the funding agreement (Letter of Offer) is accepted by the funding recipient.
9. Completion of the project, including activities and expenditure of funds, must be in accordance with the successful project application, unless otherwise agreed in writing by Landcare NSW.
10. Any funds not spent according to the project application budget, including unspent funds, must be returned to Landcare NSW. If a project is cancelled after the funding recipient receives payment, all remaining funds must be return to Landcare NSW.
11. Landcare NSW reserves the right to review projects, request further information and suspend any or all payments at any time.
12. Receipt of funding may have taxation implications, applicants should seek independent taxation and financial advice from a suitably qualified professional before submitting their application. Where applicable, GST payable on the Grant is to be remitted to the ATO by the recipient.

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## Reporting

13. Funding recipients must abide by reporting requirements as outlined in the project overview and funding application.
14. Upon request, funding recipients must provide receipts or other relevant evidence of where expenditure of grant money has been allocated.
15. Landcare NSW may follow up on the progress of the project after completion of the workshop and workshop information.
16. If funding recipients fail to submit reporting to Landcare NSW, any outstanding funds will be withheld and applications for future grant rounds will not be considered.

## Promotion

17. All information about successful projects, including photos, maps, and videos may be used by Landcare NSW as part of promotions, including as part of feature projects on websites, media relations campaigns, publications, case studies and all social media.
18. Funding recipients must acknowledge the funding from the grant program on all published or promotional material arising from their project. Contact Landcare NSW for appropriate logos and wording

## Safety

19. Funding recipients are responsible for the health and safety risks of the project and must take all reasonable steps to ensure a safe and secure project site, without risks to health and safety.
20. Funding recipients must comply, and use reasonable endeavours to ensure that any subcontractors comply, with the provisions of all relevant statutes, regulations, by-laws and requirements of any applicable Commonwealth, state, territory or local authority including those arising under the laws in respect of Work Health and Safety.

## Release

21. Unless specified otherwise, funding recipients are responsible for ensuring any required planning approvals, licences, consents and permits are in place prior to project commencement.
22. Landcare NSW is not liable for the payment of any tax or any other obligations incurred by the successful applicant as a result of accepting the Funding. The successful applicant must seek appropriate financial advice prior to accepting the

## Funding

23. The funding recipient must keep and maintain adequate insurance (including public liability insurance) for the activities carried out in relation to this program, or projects funded by this program, against any claims for loss or damage to property and/or injury or death to persons.
24. In accepting funding, the successful applicant agrees to waive, release and discharge Landcare NSW, its officers, associates and partner organisations from any and all liability, including but not limited to any liability arising from the negligence or fault of the entities or persons released for death, disability, personal injury, property damage, property theft, or actions of any kind that may occur as part of the Funding, including during or after any travel is taken as part of the Funding

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### CONTACT DETAILS

For any further queries about eligibility, deadlines, or questions about the Building Understanding workshops and Application form please contact Thalie Partridge by phone at 0427 272 049 or via email on [tpartridge@landcarensw.org.au](mailto:tpartridge@landcarensw.org.au)