

# Connecting Private Land Conservation – Grant Application Guidelines

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# 1. Connecting Private Land Conservation Grant Application Guidelines

## 1.1. How to use this guide

These Grant Application Guidelines provide an overview of the Connecting Private Land Conservation Program including how to fill out the project plan application form, eligibility criteria and activities that the funding can pay for. It also identifies how applications are assessed and what to expect if you are successful for funding.

It is essential that you read this guide while working on the project design with your partners and when completing the project plan application form.

Landcare NSW's strategic goals inform this project and support member driven priorities. More information on Landcare NSW's Strategic Plan 2021-2022 is available on our [website](#).

## 1.2. Enquiries or questions

We appreciate feedback on the Landcare NSW funding application process. There are some questions at the end of the application form for you to provide some feedback. You are also welcome to contact Landcare NSW to assist us in developing this process. Please direct questions on specific grants to the Landcare NSW community grants email address. This will allow any urgent issues to be addressed.

Landcare NSW

Telephone: 02 8339 4816

Email: [communitygrants@landcarensw.org.au](mailto:communitygrants@landcarensw.org.au)

## 1.3. Purpose and objectives

The Connecting Private Land Conservation (PLC) Grants Program provides funds aiming to support projects that will develop "a more supported, connected private land conservation community in NSW"

The key objectives of the program are:

- **Building understanding and capacity between the BCT and Landcare regions** to complement each other's knowledge and skills and plan how to work together to better deliver for our shared communities.
- **Building biodiversity conservation knowledge with landholders** through communication and education initiatives. This will be delivered through grant funding to eligible groups who wish to participate.
- **Increase the participation** of landholders in private land conservation programs.

## 1.4. Funds available

Funding of up to \$85,000 is available for a maximum of 11 regional Landcare area projects, over 18 months (July 2021 – Dec 2022). Funding will be available to projects that undertake one or all of the initiatives described below.

Landcare regions interested in participating will need to submit an “Expression of Interest” (EOI) summarising their regional project ideas by 16<sup>th</sup> April 2021. They should seek advice and assistance from Landcare NSW and regional BCT staff working towards a co-designed regional proposal due 28<sup>th</sup> May 2021.

If some Landcare regions choose to not take up the full amount Landcare NSW may make available additional funding to other regions during the regional proposal development period in May. Funding will be delivered by Landcare NSW to regional networks on signing of an agreement with an aim to begin their regional project on the 1<sup>st</sup> of July 2021.

## 1.5. Types of initiatives supported

Projects should be relevant to the ethos of the Landcare movement in NSW and directly benefit Landcare groups and their people and places. Projects also need to meet the specific objectives of the funding program. To meet the specific objectives of the Connecting Private Land Conservation program, the partnership between BCT and Landcare NSW will fund the following initiatives.

### 1.5.1. Local Networks and clusters of Agreement holders for support

Landholder knowledge and long-term success is enhanced by local scale networks that draw together participants in private land conservation, neighbours and interested locals. The program will fund Landcare regions to help organise local networks (get togethers), deliver on-ground activities, act as advisors, and carry out some network-based communication of events and information (e.g. through newsletters, pamphlets, and social media).

The purpose of these networks is to enable landholders to develop knowledge and obtain peer support, with the aim of feeling more connected and supported in their private land conservation activities. They should involve the following participants in the sharing of stories, methods, inspirations, and answers:

- 1) biodiversity conservation-interested landholders/farmers; and
- 2) BCT agreement holders

### 1.5.2. Landcare-run field days and other learning events

Private land conservation can be challenging for landholders to understand. Landholders learn best through local examples and by hearing about the experiences of other landholders or locally recognised experts. The program will fund interested Landcare regions to organise field days and other similar events that activate peer-to-peer learning about private land conservation.

These may be face-to-face events, or they may be virtual tours or other innovative approaches. An important consideration will be to fund events which are likely to reach beyond the existing Landcare membership to a broader audience of conservation-interested landholders.

### 1.5.3. “In their own words” stories to assist communication and information sharing

Information on private land conservation can be complex and is better shared with landholders, by landholders and other local experts. The program will fund interested Landcare regions to develop case studies on private land conservation issues of interest to their region, described by a landholder or local expert. The case study or story could be shared through a variety of methods and this project will fund the development of written, photographic, aural, or visual (>3 min videos) methods. These should include an interview with and/or learnings from leading private land conservation

landholders. These activities would most likely be delivered as a post event product as a way of value-adding the learnings from events.

The focus should be on “I love” and “what I did”. The purpose of these activities is to share landholder’s stories and activities beyond those who attended the event or build on the knowledge gained at an event. Both written and visual storytelling should capture the authentic language of mainstream landholders, and clearly depict good conservation practices.

These products will have multiple uses:

- social media posts
- posted on websites
- shown/ distributed at events
- evaluation and social research

It is expected that these products will be valuable for program evaluation and for reporting.

## 1.6. Guiding Principles

### 1.6.1. Continued Building understanding - Co-design and project review

The overall program aims to build understanding and collaborations between Landcare regions and BCT regions, as well as between regions and Landcare NSW.

Co-design on the regional project applications will need to be conducted prior to receipt of funding. Landcare regions need to provide sufficient information for the program’s Joint Management Committee to understand budget requirements, the co-design process and how the region aims to meet the program’s objectives.

Expression of Interest and Project Plan Application Co-design

- Co-design and collaboration are guiding principles for this program.
- A project should meet both Landcare and BCT regional objectives. Both stakeholders need to consider this when co-designing the project.
- The project could increase Landcare’s capacity to work with private landholders and engage with the BCT, either by building on business as usual or expanding engagement with a new audience.
- BCT staff should provide Landcare with an understanding of how they plan to support project activities and what Landcare and landholders should expect from them throughout the project.
- Suggested questions to discuss in co-design planning:
  - How will the project benefit Landcare in the region?
  - How will the project support the BCT in the region?
  - What will Landcare and BCT (staff and landholders) involvement be in the activities?
- A regional Landcare representative should coordinate discussions with Landcare partners in the region and with the BCT regional manager to develop the EOI and project plan proposal. This guide should be used to assist with co-design discussions.
- The EOI and project plan forms are available for you to save as draft and reedit prior to submission. This will allow you to share your draft applications with others (e.g. BCT and Landcare NSW) for feedback and support.

- Notes from the Building Understanding workshops may assist with project planning. These can be provided by Landcare NSW.
- Landcare NSW may be available to assist with co-design, activity prioritisation, and expectation setting if requested.

#### Collaborative project implementation

- Following the EOI and Project Plan application process, successful applicants will sign a funding contract with Landcare NSW. Project implementation should not occur until that is in place.
- The first phase of the project will be to finalise a project work-plan. This should be co-designed with BCT regional managers.
- Landcare NSW will invite the key contacts for the regional projects to participate in a shared collaboration portal on Microsoft SharePoint/Teams. This will enable projects to share resources and information with BCT regions and Landcare NSW as well as to share ideas with and learn from other regional Landcare projects. Participation is aimed at reducing reporting requirements.
- If Landcare or the BCT is unable to meet agreed activities and expectations in the work-plan then they should inform project partners as soon as possible to identify another solution to meet the project objectives and funding commitments.
- The regional project will need to run a regionally focused mid-project review. This should be a low key 'check in' with the intent of tracking project implementation and connecting participating members (Landcare/BCT) in the region. Outcomes of this workshop would be provided to Landcare NSW as part of reporting requirements.
- Landcare NSW will facilitate an end of project review workshop at a single face-to-face location bringing together all funded projects. One to two regional Landcare representatives will need to participate in this workshop and travel/accommodation should be budgeted for. Outcomes of this workshop will be to assess the success of the partnership and to develop recommendations for the future.

#### 1.6.2. Design of events

To be funded, events should meet these **criteria**:

- Must showcase private land conservation practices including:
  - 1) What is Biodiversity - natural ecosystems, fauna, and flora in our landscape?
  - 2) What is the value of biodiversity on farm - to our community and farmers?
  - 3) The need to act to protect areas in priority landscapes to get a reserve system that is comprehensive, adequate, and representative.
  - 4) How conservation can be integrated with agriculture in productive landscapes.
  - 5) Actions private landholders can take to conserve biodiversity on farm through private land conservation.
  - 6) Management actions to enhance or maintain land under conservation.
- Be held on properties that demonstrate good conservation practice (and ideally have existing BCT agreements).
- Must involve landholder-to-landholder learning via presentations, Q&A, and facilitated discussions.
- Invitations would be sent to local BCT agreement holders.

- BCT staff would be consulted and endorse the topic, location, and planning of the event.
- The event would be promoted in social and traditional media.
- Stories/videos are generated and subsequently disseminated where farmers, in their own words, describe their on-farm conservation motivations, practices and tips ('what I love', 'What I'm doing').
- Post-event participant surveys are required to be completed.
- Measures and evaluation surveys are reported back to Landcare NSW.

### 1.6.3. Joint commitments for communication arising from project

- Communication products generated from this project will:
  - Identify and be accessible for the targeted audiences, Landcare NSW and BCT
  - meet shared goals in providing information on private land conservation
  - be reviewed and tested in their preparation to make fit for purpose.
  - adopt 'Plain English' community friendly language
  - meet an agreed process for approval prior to release

## 2. How to apply?

### 2.1. Application information

Please ensure that you have read these grant application guidelines before beginning your applications. Two applications are required, a simple EOI to clarify your intent to participate in the project and initial project ideas, and a more detailed project plan. An application timeline is detailed below.

These grant application guidelines set out critical, additional information that we require and clarify the eligibility requirements for both your organisation and project.

- You can access the EOI and project plan grant application forms and guidelines from the Landcare NSW Member Portal.
- Complete the EOI and project plan forms using help from this application guide (we recommend you print a copy of this guide to use while completing your application forms).
- Project partners should be able to review and contribute to the application in draft form via a Jotform link that will be created when you save your draft application.
- Complete all questions on the EOI and project plan forms
  - You can SAVE your form for later. Choose SAVE at the bottom of the form.
  - You do not need a JotForm account. Choose 'Skip Create an Account' and enter your email address to send a link.
  - You can also get a shareable link to allow project partners to access and edit the form.
  - Do not forget to SUBMIT
- Attach any supporting material to your EOI and project plan forms.
- When you submit your EOI and project plan forms you will receive a pdf copy and an acknowledgement of receipt from [communitygrants@landcarensw.org.au](mailto:communitygrants@landcarensw.org.au)

Landcare NSW recommends that you discuss your application with us prior to submission. This will ensure the submission can be approved promptly.

For queries about eligibility, deadlines, the application form, or general questions, please see [“contact details for enquiries”](#) above.

**EOI applications close 5pm Sydney time (AEDT) on April 16, 2021.**

**Successful applicants will be required to submit a Project Plan by May 28, 2021**

### 2.1.1. Approval process

Applications will be reviewed by the project’s Joint Management Committee and approved projects will be presented to the Landcare NSW executive committee for financial delegation. Additional information may be requested from applicants to enable the Joint Management Committee to make a decision.

Successful applicants will be notified by email and published on the Landcare NSW website. In broad terms, the assessment and approval process involves:

- a) An assessment of project eligibility (undertaken at both EOI stage and Application stage)
- b) An assessment of the project application against standard assessment criteria
- c) Recommendation for funding allocation or resubmission of project.

The project’s Joint Management Committee is made up of representatives from Landcare NSW and the Biodiversity Conservation Trust.

### 2.1.2. Assessment Criteria for Applications

Applications will be assessed according to an Assessment Plan that has been agreed to by the Joint Management Committee. Assessment guidelines are provided in sections 2.2.1 EOI forms and 2.2.2. Regional Project Plan Application Form to support applicants to answer form questions.

The Joint Management Committee will:

- a) Conduct a detailed analysis of Applications
- b) Request further information or technical advice for any Applications that do provide enough information against the assessment guidelines
- c) Consider any other matters relevant to project selection, and
- d) Prepare a formal recommendation for project acceptance.

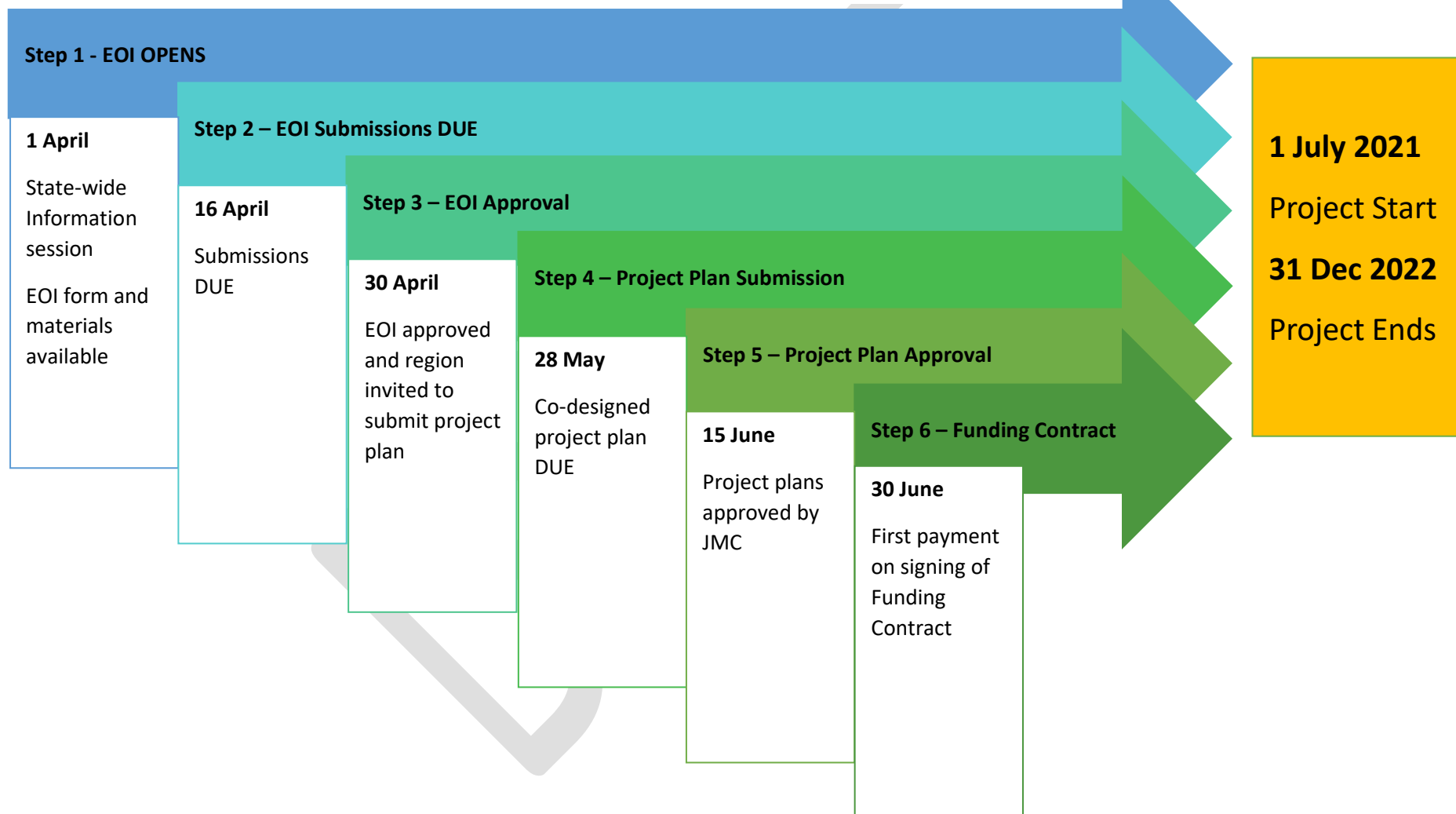
The Joint Management Committee’s assessment process will enable information sharing with applicants and the Landcare NSW executive.

**Note:** Projects funded in this round must be undertaken between July 2021 and December 2022.

### 2.1.3. Application timeline



*Many Hands, One Voice*  
Widened Horizons One Accord





## 2.2. Application forms

The EOI form is split into five sections

- Part A: Introduction and Grant Name
- Part B: Organisation and Office Bearer Details
- Part C: Primary Contact Details
- Part D: Project Summary
- Part E: Submission Approval

The Regional Project Plan application form is split into eight sections:

- Part A: Organisation details
- Part B: Contact Details
- Part C: Project Summary
- Part D: Initiatives
- Part E: Partnerships
- Part F: Capacity to deliver
- Part G: Indicative project budget
- Part F: Submission Approval

All questions should be completed unless identified as optional.

### 2.2.1. EOI Form

Question	Guidance
<b>Part A: Introduction and Grant Name</b>	<ul style="list-style-type: none"> <li>- This form may be used for all Landcare NSW funding opportunities. Please choose the appropriate grant name.</li> </ul>
<b>Part B: Organisation Details (Office Bearer Details) (Questions 1 – 9)</b>	<ul style="list-style-type: none"> <li>- This is the organisation and responsible person who is authorising the application. This person must have the authority delegated by your organisation to approve this application. He/she will also become the secondary contact for the application.</li> <li>- This person will be notified of the outcome of your application</li> <li>- Eligibility criteria - if your organisation is unincorporated, it is essential to have an external financial manager that is an incorporated not-for-profit organisation (or similar entity) to be eligible to apply. External financial manager details can be provided in the Project Plan Application Form.</li> </ul>
<b>Part C: Primary Contact (Questions 1 – 7)</b>	<ul style="list-style-type: none"> <li>- Who is the person that will be the primary contact person for the application?</li> <li>- This is the person who will coordinate the project plan co-design with project partners and Landcare NSW.</li> <li>- This person will be notified of the outcome of your application.</li> </ul>
<b>Part D: Project Summary</b>	
<b>1. Project name</b>	<p>Your project name should be descriptive of your intended outcomes.</p> <ul style="list-style-type: none"> <li>- If your application is successful, this project name will be used on all grant documentation and for promotional purposes.</li> </ul>

<b>2. Project overview</b>	Provide a brief explanation of how the project will be carried out. - Include some details on project design, objectives, activities, and the proposed outcomes of your project.
<b>3. Project partners</b>	- Demonstrate engagement in co-design with relevant local partners. - Consideration of co-design guiding principles. - Demonstrate how sharing resources, collaborative decision making, and activity implementation will be undertaken throughout the project.
<b>4. Project budget</b>	Please only provide an indicative maximum budget. This can be revised in the Project Plan Form.
<b>5. Budget Summary</b>	- The Budget should indicate the extent to which the budget supports the proposed activities and whether it will ensure project success.
<b>6. Budget Detail</b>	This is not required for the Connecting Private Land Conservation Expression of Interest. A more detailed budget should be provided with the Project Plan Form.
<b>Part E: Submission Approval</b>	
<b>1. Submission authorisation</b>	Please confirm that the authorised representative for the submitting organisation has reviewed and approved this application before submission - Yes/No
<b>2. Submission approval</b>	This application form can be saved and shared with the authorised representative for the review and signature.

### 2.2.2. Regional Project Plan Application Form

Question	Guidance
<b>Part A: Grantee Organisation and Office Bearer Details (Questions 1 – 10)</b>	As per EOI above
<b>Part B: Primary Contact Details (Questions 1-7)</b>	As per EOI above
<b>Part C: External Financial Manager Details (Questions 1-8)</b>	* section required if Grantee organisation is not incorporated
<b>Part D: Project Summary</b>	
<b>1. Project name</b>	Your project name should be descriptive of your intended outcomes. - If your application is successful, this project name will be used on all grant documentation and for promotional purposes.
<b>2. Project overview</b>	Provide a clear explanation of how the project will be carried out. - Include some details on project design, objectives, activities, and the proposed outcomes of your project.
<b>3. How will the project benefit Landcare</b>	Provide a clear explanation of how the project will assist you to meet or grow Landcare objectives. You should consider: ▪ Regional objectives

	<ul style="list-style-type: none"> <li>▪ <a href="#">Landcare NSW strategic goals</a></li> <li>- This should provide an indication of the likelihood that the project will meet the objectives</li> <li>- Originality or innovation in the approach will be taken into consideration.</li> </ul>
<b>4. How will the project collaborate with the BCT in the region</b>	<p>Application demonstrates engagement in co-design with the BCT. You should consider:</p> <ul style="list-style-type: none"> <li>- BCT landholder support priorities</li> <li>- BCT investment priorities</li> <li>- Other BCT regional needs.</li> </ul>
<b>5. Justification for geographical focus</b>	<p>Provide a clear explanation of where the project will be carried out:</p> <ul style="list-style-type: none"> <li>- How will the project show outcomes within geographical and financial limitations?</li> <li>- How will the project show outcomes across a large area without spreading itself too thin?</li> <li>- Will the project target any specific areas or audiences?</li> </ul>
<p><b>Part E: Initiatives</b></p> <p>Provide a summary of how you propose to meet each of the project initiatives. Show how you have considered the questions below and incorporated the guiding principles for co-design and collaboration, event design and communication.</p>	
<p><b>Local Network Support:</b></p> <p>Note Grant Application Guidelines Section 1.5.1 Local Networks and clusters of Agreement holders for support</p>	
<b>1. What local private land conservation network/s do you propose to develop/support?</b>	<p>Provide a clear explanation of how the project will develop/support local private land conservation network/s:</p> <ul style="list-style-type: none"> <li>- Demonstrate why is the project is needed in your region</li> <li>- What will Landcare do?</li> <li>- What will BCT's involvement be?</li> </ul>
<p><b>Landcare Learning Events:</b></p> <p>Note Grant Application Guidelines Sections 1.5.2 Landcare-run field days and other learning events, and in the Guiding Principles section 1.6.2 Design of Events</p>	
<b>2. What Landcare-run learning events do you propose to hold and how will they meet the private land conservation biodiversity themes?</b>	<p>Provide a clear explanation of what learning events you propose to hold. Include details on:</p> <ul style="list-style-type: none"> <li>- The design of proposed events,</li> <li>- suggested topic/s suited to needs within your region,</li> <li>- how peer to peer learning will be included</li> <li>- How best management practice will be showcased</li> <li>- What Landcare's and BCT's involvement will be in the delivery of these events</li> </ul>
<p><b>Landholder Stories, Communication, and Information Sharing:</b></p> <p>Note Grant Application Guidelines Sections 1.5.3 "In their own words" stories to assist communication and information sharing and 1.6.3. Joint commitments for communication arising from project</p>	
<b>3. What communication and information sharing activities will you undertake?</b>	<p>Provide a clear explanation of the communication and information sharing activities will you undertake.</p> <ul style="list-style-type: none"> <li>- Demonstrate how you will incorporate landholder/Landcarer led sharing into these activities and what role Landcare and the BCT will have.</li> </ul>
<p><b>Part F: Partnerships</b></p>	

<b>1. How do you propose to evaluate the project including initiative implementation, co-design, and collaboration?</b>	<p>Demonstrate engagement in co-design and evaluation with relevant local partners.</p> <ul style="list-style-type: none"> <li>- Consideration of co-design guiding principles</li> <li>- Initiative evaluation, e.g. events</li> <li>- Partnership evaluation (local, regional, state)</li> </ul>
<b>2. Briefly describe the role of Landcare groups in co-design and engagement in activity implementation</b>	<p>Demonstrates engagement in co-design with relevant local partners.</p> <ul style="list-style-type: none"> <li>- Demonstrate how sharing of resources, collaborative decision making, and activity implementation will be undertaken throughout the project.</li> <li>- Consideration of how the project supports regional Landcare and Landcare NSW goals and objectives</li> </ul>
<b>3. Describe how Landcare volunteers might participate in the project</b>	<p>Demonstrates collaboration and engagement level, particularly in relation to community engagement</p> <ul style="list-style-type: none"> <li>- Strategy demonstrates value of volunteering and utilises diverse Landcare skills and expertise</li> <li>- Consideration of how the project supports regional Landcare and Landcare NSW goals and objectives</li> </ul>
<b>4. Briefly describe how you propose to engage with BCT landholders and any roles in activity implementation that is known.</b>	<p>Demonstrates engagement in co-design with relevant local partners, particularly the BCT</p> <ul style="list-style-type: none"> <li>- Evidence of sharing resources and collaborative decision making.</li> <li>- Consideration of information in co-design and event design guiding principles</li> </ul>
<b>5. Will the activity involve any Aboriginal engagement?</b>	<p>Demonstrate engagement in co-design with relevant local partners.</p> <ul style="list-style-type: none"> <li>- Identifies project for support from LNSW Aboriginal Engagement Strategy</li> <li>- Aboriginal engagement means the activity, either wholly or partially, directly involved engaging with Aboriginal people in some way (that you are clearly aware - please do not try and guess or make assumptions unless you are certain!). Indirect references should not be included, for example, where an Acknowledgement of Country occurs in a meeting where no Aboriginal people are present.</li> </ul>
<b>6. If yes, have they been involved in co-design of the project application? List names if possible.</b>	<p>Demonstrates engagement in co-design with relevant local partners.</p> <ul style="list-style-type: none"> <li>- Evidence of sharing resources and collaborative decision making.</li> <li>- Demonstrated consideration of information in guiding principles.</li> <li>- Identifies project for support from LNSW Aboriginal Engagement Strategy</li> </ul>
<b>7. If yes, briefly describe the proposed Aboriginal engagement and likely roles.</b>	
<b>8. Will other partners support the project through in-kind support?</b>	<p>Briefly explain the linkages between this project and other partner programs.</p> <ul style="list-style-type: none"> <li>- Project team capacity and expertise.</li> <li>- Experience in the delivery of similar projects.</li> <li>- Demonstrated financial ability and human resources available to complete the project.</li> </ul>
<b>Part G: Capacity to Deliver</b>	

<b>1. Partner Information</b>	Partner Name; Role in co-design (if applicable); Intended role in project delivery; Reviewed project application (y/n) <ul style="list-style-type: none"> <li>- Include Landcare or other groups that may be engaged in the project</li> <li>- Demonstrates collaboration and engagement in co-design with relevant local partners.</li> <li>- Demonstrates consideration of information in Guidelines.</li> </ul>
<b>2. Please declare any real, potential, or perceived conflicts of interest</b>	Demonstrates project governance and capacity to deliver
<b>Part H: Indicative project budget</b>	
<b>1. Please upload your project budget</b>	See budget section below for detail. <ul style="list-style-type: none"> <li>- Upload document to application form.</li> <li>- A budget template is available in the Landcare NSW members portal under the Connecting Private Land Conservation Grant Application</li> <li>- The budget supports the proposed activities and project success</li> </ul>
<b>Part I: Submission Approval</b>	
<b>Grantee Authorisation</b>	
<b>1. Submission authorisation</b>	Please confirm that the authorised representative for the submitting organisation has reviewed and approved this application before submission <ul style="list-style-type: none"> <li>- Yes/No</li> </ul>
<b>2. Submission approval</b>	<ul style="list-style-type: none"> <li>- This application form can be saved and shared with the authorised representative for the review and signature.</li> </ul>
<b>External Financial Manager Authorisation</b>	
*authorisation required if Grantee organisation is not incorporated	
<b>3. Submission authorisation</b>	Please confirm that the authorised representative for the organisation acting as the External Financial Manager has reviewed this application before submission: <ul style="list-style-type: none"> <li>- Yes/No</li> </ul>
<b>4. Submission approval</b>	<ul style="list-style-type: none"> <li>- This application form can be saved and shared with the authorised representative for the review and signature.</li> </ul>

## 2.3. Who is Eligible to Apply?

Specific eligibility criteria for this grant are outline below.

If you are uncertain of your eligibility for this grant, we recommend that you contact Landcare NSW to discuss prior to beginning your application.

To be eligible to apply, application organisations must:

- Be a member of Landcare NSW or be willing to become a member if your application is successful. Please visit our [website](#) to learn more about membership options, benefits, pricing and to complete an application form. Please direct membership enquiries to [memberships@landcarensw.org.au](mailto:memberships@landcarensw.org.au).
- Hold an ABN or Incorporation Certificate,  
OR
- Your application must identify an External Financial Manager

- If your organisation or group is not incorporated or cannot manage the financial aspects of the project for whatever reason, it is essential to have an External Financial Manager that is an incorporated or registered organisation to be eligible to apply.
- Funding agreements will include the name of the External Financial Manager, who is then required to sign the Grant Application Form together with the Grantee.
- Grant payments are made to the External Financial Manager, who is then responsible for making all payments relating to the project on the Grantee's behalf, as well as preparing all financial reports as required under the Funding Agreement.
- The External Financial Manager assumes all project responsibilities including project delivery and reporting; insurance; work health & safety; and public liability for any events/activities/workshops/meetings held by groups that form the region.
- It is expected that there be an agreement in place between the Grantee and the External Financial Manager, particularly regarding the project's management, responsibilities, and submission of financial, progress and final reports.

## 3. Financial Information

### 3.1. Eligible Expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement. Value for money will be one of the key assessment criteria and should be considered when budgeting your project. This project offers flexibility in budget so that regions can design projects to get the best outcomes for their regions and people.

Eligible expenditure items are:

- Salaries and on-costs for personnel directly employed for the project activities (this should be calculated on a pro-rata basis relative to their time commitment)
- Contract expenditure, the cost of any agreed project activities that you contract to others. As volunteer-based community utilisation and expansion of the Landcare volunteer network is encouraged but expert consultants can be considered extremely valuable to the project.
- Capital items including IT development (e.g. consultant to develop an app or webpage for communication purposes) and equipment required to deliver best practice private land conservation education activities, e.g. fencing, nest boxes, gloves, plants.
- Costs associated with managing collaborations and partnerships with Aboriginal Traditional Owners and the local Aboriginal community
- Domestic travel for personnel directly engaged in the project activities, e.g. events and building understanding workshops.

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

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

You may elect to commence your project from the date we notify you that your application is eligible and complete, however we are not responsible for any expenditure you incur until a grant agreement is executed.

## 3.2. How funds will be disbursed

Funds will be disbursed via direct transfer to the nominated bank account based on an invoice to Landcare NSW

The grant agreement will state the:

- maximum grant amount Landcare NSW will pay
- milestone and payment schedule
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make.

Landcare NSW will not exceed the maximum grant amount under any circumstances. If your project incurs extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments based on the grant's payment schedule and subject to acceptance of a satisfactory progress report on the project. Schedules for payments and reporting requirements will be set out in the grant agreement and based on the following milestones:

Final reports including line level Profit and Loss Statements will be required to acquit the project.

### Reporting Milestones and Payment Schedule

Due Date	Milestone	Payment
30/06/2021	Funding Contract Signed	First payment, one third of total budget
1/07/2021	Project start	(Project should not commence until a funding contract has been signed)
15/10/2021	Workplan Line level PnL report (actuals and budget)	Second payment on receipt of workplan, one third of total budget
11/03/2022	Workplan tracking report and mid-project regional review Line level PnL report (actuals and budget)	
14/10/2022	Workplan tracking report and participation in end of project state-wide review Line level PnL report (actuals and budget)	Third payment, on receipt of workplan tracking report, one third of total budget
31/12/2022 (or earlier)	Final report (review against project plan and recommendations for the future) Line level PnL report (actuals and budget)	

## 3.3. Indicative Project budget

Your application must include an indicative project budget that clearly shows the items that Connecting PLC grant funds will be used for and shows all income and expenses related to your project. Please ensure that only eligible activities are listed for each initiative,

Budgets should be realistic and must add up – i.e. total expenditure must match total income.



A clear budget helps Landcare NSW to understand the size of your project, and exactly how funds will be spent. Below are suggested budget items that you may want to consider.

### **Building Understanding**

Workplan co-design: finalising workplan including agreed commitments and expectations with project partners, community, and stakeholders

Project management: supporting project activity design and reporting and project administration

Participation in state-wide collaboration portal and sharing of events, resources, and communication materials

Mid-project review: regional workshop led by the project with participation from regional project partners, and stakeholders

End-project review: state-wide workshop with 1-2 participants from each regional project.

### **Initiative: Local Network Support**

Network management: communication within network, preparing materials, running events, event evaluation

Number/Type of network communication materials development and publication

Number/Type of network events (logistics, catering, travel, equipment)

### **Initiative: Landcare Learning Events**

Event design and evaluation

Event experts (where volunteer experts are not appropriate or available)

Number/Theme of Landcare Learning event (logistics, catering, travel, equipment)

### **Initiative: Landholder stories, Communication, and Information Sharing**

Communications design and evaluation

Communications consultant (where specific skills are required and unavailable within volunteer community, e.g. video editing, graphic design)

Communications content creation (logistics, catering, travel, equipment – where content cannot be created during Landcare Learning and networking events)

Communications materials development and publication (printing, e-newsletter/webpage design)

## **4. Reporting Guidelines**

Reporting will focus on tracking progress against the workplan and the sharing of any events, resources and communications material that have been developed. Reporting will also focus on collaboration and activity and partnership evaluation. Templates and a shared document and collaboration portal will be provided to simplify reporting. The following reporting activities will need to be undertaken:

- Workplan identifying milestones, budget plan, and risks
- Workplan tracking report and Mid-project review – summary evaluation from regional building understanding workshops
- Workplan tracking report and participation in end of project state-wide review
- Line level PnL report (actuals and budget)
- Participation in a state-wide collaboration and information sharing system
- Completion and sharing of event evaluation survey results.



- Landcare NSW access to events, resources and communication materials developed by the project must be shared to [connectingplc@landcarensw.org.au](mailto:connectingplc@landcarensw.org.au) email and shared collaboration and information sharing system
- Final report demonstrating the highlights and challenges during the project including recommendations for the future

Your reporting efforts help us to:

- demonstrate the value of the partnership to the Landcare NSW executive and council and the Biodiversity Conservation Trust Board.
- provide you with support, e.g. when the project is impacted by unexpected events, engagement support with project partners and identifying additional support from state-wide experts).
- encourage other organisations to consider similar projects and funding opportunities.
- accumulate case studies to support requests for more funding.
- monitor and evaluate our projects against the Landcare NSW strategic goals. More information on Landcare NSW's Strategic Plan 2021-2022 to guide your application is available on our [website](#).