



Landcare & Community Grants

GUIDELINES

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1 What is the Landcare & Community Grants?

NRM North's Landcare & Community Grants program provides small grant funding to local community 'care' groups and not-for-profit organisations to enable them to undertake projects that deliver outcomes in alignment with northern region natural resource management priorities, and that achieve positive environmental change across Northern Tasmania.

Projects **MUST** aim to deliver on one or more of the following objectives:

- Develop the group or community's longer term capacity to address natural resource management issues effectively
- Increase community participation in natural resource management through innovative programs and activities
- Maintenance or enhancement of the condition of Tasmania's coast, waterways, rivers and/or wetlands
- Maintenance or improvement of the condition & extent of native vegetation communities
- Maintenance or improvement of the status of threatened species & vegetation communities
- Increase or encourage community/business/educational partnerships.
- Encourage the sharing of resources through the life of the project and thereafter.

Applications open Saturday 4th April and close Friday 15th May. Late applications will not be considered.

By undertaking a project through the NRM North Landcare & Community Grants Program you are helping improve Northern Tasmania's natural resources.

2 Who can apply?

Applicants must be incorporated, not-for-profit, insured organisations or volunteer 'care' groups (encompassing landcare, bushcare, rivercare, coastcare and 'friends of' groups), or be sponsored by a not-for-profit organisation that is incorporated and able to accept legal and financial responsibility for the project or activity. Examples of such groups include the Tasmanian Landcare Association, Local Government and Incorporated Community Groups. Individuals are **not** eligible.

3 What can be funded?

A wide variety of on-ground works, purchasing and planning needs are eligible under this grant.

Project works that will be considered include:

- seed and seedling propagation and collection
- weed control and re-vegetation
- fencing
- maintenance of past works
- reviewing existing plans to align with new/priority issues
- facilitated group action planning at both the start and end of a project
- new group start-up
- field days
- visits or workshops
- educating, training and engaging the local community and schools.

Eligible purchases that will be considered include:

- tools and equipment
- hire of contractors and the employment of a short-term project officer to support on-ground projects
- interpretative signage and support materials

The following will **NOT** be funded:

- Retrospective funding, i.e. projects that have commenced before the notification date
- Projects that cannot be completed by the final reporting date of 31 December 2010
- Ventures or activities that are commercial or fundraising in nature
- Any general operating expenses - funding will not cover expenses such as electricity, lease/rent payments, telephone, uniforms etc. that are part of the ongoing expenses of the organisation or group
- General public liability costs for the organisation
- Wages for permanent staff or for project staff positions that are planned to continue after the project has been completed without an identified future funding source

4 How much money is available for my project?

You may apply for grant funds ranging from a minimum of \$100 to a maximum of \$5,000. Resources are limited and if demand exceeds allocated resources, applications will be assessed and prioritised based on common selection criteria. Not every application that meets the assessment criteria will necessarily receive a grant.

NRM North may fund the full cost of a project, however applications which show income from multiple sources, including in-kind contributions from the applicant, are strongly encouraged. Other income sources, or the applicant's own contribution may be in the form cash, materials or voluntary labour.

In some instances successful applicants may not receive the full funding requested, but rather a percentage of the total sought. If your project cannot proceed without full funding, this should be indicated in your application.

NRM North may also consider projects where other funding agencies are contributing to the overall cost, *e.g. 50% funding from state government, 50% funding from NRM North.*

5 Financial arrangements

Payments

If you are successful in obtaining a grant, NRM North will send you a Funding Agreement that must be completed and returned prior to any funding being provided. All grant recipients or sponsors must provide a suitable invoice for the grant amount in order to receive funds. Grants will be paid within 4 weeks of receipt of the signed Funding Agreement and invoice.

GST

The Australian Taxation Office considers grant funded projects to be a taxable supply under the GST act. If the applicant or sponsor is registered for GST the grant amount will be grossed-up for GST (increased by 10%) If the applicant or sponsor is not registered for GST no additional amount is payable beyond the amount awarded, For advice regarding GST contact your tax advisor or the Australian Taxation Office on 13 24 78 or via their website on www.ato.gov.au

6 What happens to my application once it is submitted?

- Applications from across the region will be assessed according to how they satisfy the criteria outlined on the application form.
- Assessment will be undertaken in 4 parts:
 - Eligibility and Documentation Check
 - Alignment with Strategic Natural Resource Management Priorities
 - Practicality and Technical soundness
 - Matching with the Criteria (see section 1 & 3)
- Successful and unsuccessful applicants will be notified by email or phone and in writing within 4 weeks of the close date.

- Grant recipients must supply a suitable invoice and sign a contractual agreement prior to any funds being paid.
- Grant funds will be paid within 4 weeks thereafter.
- Projects to be completed by 31 December 2010.
- NRM North must be notified of changes to circumstances that may affect the outcome of a grant recipient's project using the *Change Notification Form*.
- All grant recipients must submit the Landcare & Community Grants Project Completion Report along with data & information required as per NRM North's *data & information framework for small projects*.
- Funds received must be acquitted within 3 months of project completion and any left over funds returned to NRM North.
- In applying for funding support recipients agree to potential site visits and the use of their group, project and photos for promotional and reporting purposes via newsletters, NRM North website, and in other media.
- Information & data gathered in the implementation of the project will follow the NRM North's data & information framework for small projects.

7 How do I apply?

Planning your application

Before applying for funding, applicants are encouraged to utilise the *Project Plan Generator* and other available resources to assist in developing their project proposal to ensure:

- Your organisation is eligible
- Your project and its components are eligible, practical and technically sound.
- Your project effectively responds to Objectives, Priorities and Assessment Criteria of the program.
- You have carefully considered the extent of 'in-kind' your organisation can contribute to the project.
- You can demonstrate with performance measures, how the objectives of your project will benefit the community and contribute to longer-term natural resource management.
- You have carefully reviewed your budget and ensured that your figures are reliable and demonstrate 'value for money'.
- You have thought about managing the project and can show how you plan to deliver the results in the timeframe.
- You have consulted with relevant stakeholders, such as the relevant land manager and can demonstrate their support.
- You have considered working with other organisations to improve delivery of your project
- You have considered whether there are any relevant existing local or catchment natural resource management plans or other activities your project may align with.

Preparing your application

Ensure that you have read these guidelines thoroughly and then begin collecting all information needed to support your application (see Checklist)

Complete the Naturally Inspired Grants – community care application, available on the NRM North website at www.nrmnorth.org.au or by contacting the office, by answering all questions and supplying all information requested.

We prefer applications to be completed and submitted electronically. Handwritten applications will only be accepted if written clearly, legibly and in BLOCK letters using blue or black ink

All applications must be signed by the Group Chair/President and an eligible representative of the sponsoring organisation, if applicable.

Measuring your project's success

A good way of keeping your project on track that will also assist in monitoring and evaluating its success is to have performance measures. Success is measured against what your project's objectives are. Each objective should have

a way of showing if it is successful. Think carefully about what information you need to collect and how you're going to collect it when planning your project. The *Project Plan Generator* can assist you in this process.

1. Set your objectives Work out what you're trying to achieve through this project?
2. Collecting data. What is your starting point? Is there existing data that can be used?
3. How will you collect data? What information can be collected during the project which will show if you are achieving your objectives?
4. Set your performance measures. What do you aim to have achieved by the end of the project?

8 Submitting my application

An electronic copy and hard copy of the application form, including any supporting documents, signature and receipts (if relevant) should be submitted to the NRM North office by Friday 15 May, 2009 located at Level 2, 63 Cameron St. Launceston.

Checklist

Have you:

- Kept a copy of your application for your records and for the acquittal of the grant
- Submitted your application by e-mail, mail or delivered by hand

E-mail applications must include all attachments and be received by 5pm Friday 15 May.

Applications which are postmarked Friday 15 May will be accepted

Hand delivered applications must be received by 5pm Friday 15 May.

- Submitted the original application and one copy

Applications must be A4 and stapled at the top left hand corner

How and when will I be notified?

All recipients will receive acknowledgement of receipt of their application within 1 week of receipt.

All applicants will be notified of the status (successful or unsuccessful) by 3 June 2009.

Please note:

Faxed applications will NOT be accepted. Late applications will NOT be accepted. Incomplete applications are ineligible and will NOT be accepted. Applications submitted bound, in display folders or in plastic sleeves will NOT be accepted.

9 Who can help me?

For assistance directly relating to the grant application process contact NRM North on:

Telephone: 03 6333 7777

Email: admin@nrmnorth.org.au

For other support or advice in completing your submission contact:

- Your Local NRM Facilitator
- The Tasmanian Landcare Association
- The Northern Tasmanian Weeds Officer