Voluntary Conservation Partnerships Grant Guidelines and Conditions

When do applications open and close?

Grant open at 9:00 am Monday 5 August 2024, and close at midnight (end of day) Sunday 2 September 2024. Projects must be completed, and acquittal documentation submitted online by midnight, Friday 30 May 2025.

Who can apply?

Landholders who are current members of City of Moreton Bay's Voluntary Conservation Programs are eligible. This includes members of Land for Wildlife (LFW), Backyards for Wildlife (BFW) and Voluntary Conservation Agreements (VCA).

How do I apply?

Applications must be completed using the online grant application service, Smarty Grants, and submitted with all relevant attachments including a map, photos, and any other supporting information.

Please complete the form online at: https://www.moretonbay.qld.gov.au/Services/Community-Support/Grants-and-Funding/Voluntary-Conservation-Program-Grants.The form will be available as soon as the grant round opens.

How much can I apply for?

Individual grants are available up to a maximum of $500 for BFW properties, $1,000 for LFW properties, and $2,500 for VCA properties.

How will my application be assessed?

Your application will be assessed against the following criteria:

- Project activities and aims are clearly defined (what you plan to do and what environmental benefits are expected?).
- Aligns with a target area as outlined in Question 2 of the application (see online application form).
- Project provides environmental benefits to the surrounding region.
- Project includes significant in-kind landholder contribution in the form of labour, use of personal equipment, etc.
- Project includes ongoing tasks such as maintaining planted areas or weeded areas at landholders' responsibility.

- Where the cost of any individual item is $200.00 and greater, a quote is required. This includes if you source the same materials from different suppliers and each quote is less than $200, but the combined total is $200 or greater. For example, purchased plants - you must supply invoices if the total quantity of plants is $200 or greater, ensuring to include quotes if from multiple nurseries.

Please note:

All expenses using Council funds must be accompanied by an appropriate **Tax Invoice** or **Receipt**.

The invoice or tax receipt must include a description of the item purchased, the provider business name, ABN, and the amount paid/due. Grant acquittals will not be accepted as completed if invoices are not supplied.

Examples of eligible activities:

- Restore and enhance local and/or regional environmental corridors. Environmental corridors are functionally connected areas with significant native vegetation supporting animal and plant movement, dispersal, and refuge. Activities to restore or enhance corridors may include:
  - The purchase and strategic planting of endemic plants and/or seed.
  - Invasive weed control and management.
  - The purchase of planting material such as mulch, soil, fertiliser, regeneration/seed matting, planting aids and plant guards.
  - Equipment hire for restoration related activities; and
  - Costs for contractors to support restoration activities.
- Restore, protect or create habitat for threatened species listed under the *Nature Conservation Act 1992* or the *Environment Protection and Biodiversity Conservation Act 1999*. Conservation activities may include:
  - Planting of specific food or host plants for threatened species (such as Richmond Birdwing vine).
  - Management of a threatening process to protect threatened species (such as controlling erosion or improved fire management).
  - To generate a report to identify species that have been recorded within your area and their conservation status, visit https://apps.des.qld.gov.au/report-request/species-list/
- Environmental weed management including purchase of herbicide, weed suppression matting, equipment hire and/or labour costs.
- Soil conservation works, sediment and erosion control including the purchase of erosion control matting, sediment fencing, equipment hire, labour costs or fencing off waterways to prevent stock access.
- Establish off-stream watering points for stock, including the purchase of fixed infrastructure such as pumps, pipe, troughs, and equipment hire and labour costs.

- Management of introduced pest species to be in accordance with the *Biosecurity Act 2014* https://www.daf.qld.gov.au/business-priorities/biosecurity/policy-legislation-regulation/biosecurity-act-2014. https://www.daf.qld.gov.au/biosecurity/about-biosecurity/biosecurity-act-2014

- Activities may include fencing to exclude pest animals.

- Fire management activities including the preparation of a fire management plan, labour costs for a planned burn or fire break maintenance and equipment hire.

- Fencing to protect significant vegetation and/or exclude pest animals, including purchase of wire, strainer posts, split posts, steel pickets, gates, equipment hire, and labour costs. *Please note that barbed wire for fencing will not be supported as part of these grants*.

Plants are to be purchased from the following community nurseries to ensure appropriate native species relevant to your property are used in revegetation works:

- Caboolture Region Environment Education Centre (CREEC), 150 Rowley Road, Burpengary
    - Open: Monday, Wednesday and Friday 7- 3pm. Phone: 3888 8751.

- Kumbartcho Nursery,15 Bunya Pine Court, Eatons Hill
    - Open: Tuesday to Friday 9-3pm, and Saturday, Sunday 8-12pm Phone: 3264 3953.

- Friends of Lagoon Creek, Pettigrew Street, East Caboolture. Open Wednesday 9-12 noon. Phone: 0404 594 497.

- Bribie Island Community Nursery, 208 First Avenue, Bongaree Open: Monday to Friday 8-11am. Phone: 3410 0088.

- Redcliffe Botanic Gardens Community Nursery, Henzell Street, Redcliffe. Open: Tuesday 9-12 noon and Saturday 8-10:00am.

If you are unable to access one of the community nurseries listed above, please contact Council's Senior Environment Officers - Conservation on (07) 3205 0555 to discuss.

Examples of ineligible activities:

- Activities and costs that are associated with a previous project or monies spent.

- Activities that are required by law or fall within normal landholder responsibility, such as boundary fencing.

- Purchase of non-fixed, portable equipment such as tools and machinery.

- Depreciation of assets.

- Purchase, hire or leasing of computer hardware or software, or vehicles.

- Day to day operating costs to deliver the project (e.g., rent, power, cleaning, telephones, etc.).

- Consumables (e.g., fuel, oil, batteries, etc.).

- Incidental expenses and personal items.

- Long-term, ongoing or routine maintenance costs.

- Insurance costs.

- Salaries and wages.

- Fauna traps.

- Works that contravene any local, state or commonwealth legislation or policy.

- Works that are not on private land.

   NOTE: These grants do not support the purchase of powered assets (except fixed assets such as fencing, or watering points detailed above). Ineligible assets include items such as mowers, brush-cutters, whipper-snippers, and other power tools, hand tools etc. However, these grants will support funding towards the hiring of such equipment.

What happens next?

- Application assessments will take up to 20 working days. Both successful and unsuccessful applicants will be notified of their application via email. Successful applicants will be funded through funds transfer into their nominated bank account within 2-4 weeks.

- If required Council may conduct on-site assessments, before, during, and upon completion of the project.

Change of Scope

To ensure all projects are completed in a timely manner and acquittals are submitted on time, we allow applicants the ability to alter or change their projects up until **1 March 2025**. If it is deemed impractical to complete the original project or due to unforeseen circumstances, you may be eligible to apply for a change of scope.

- A change of scope will only be considered after consulting with a Senior Environment Officer regarding reasons for the change and a new project has been discussed. Please call (07) 3205 0555 if you wish to discuss this option.

- The applicant will be required to fill out a "change of scope" form in Smarty Grants. This form is only available to Individuals after consulting with a Senior Environment Officer.

- Reasons why a change of scope may be applicable include:

   ▪ Site conditions have been unfavourable for an extended period, e.g., excessive rain or dry;

   ▪ Personal injury that limits ability to complete works; or

   ▪ Loss in the family.

- Reasons a change of scope may not be approved:

- Poor time management.
- Funds were spent on unapproved items or activities; or
- If the new project does not meet the mandatory eligibility criteria for the VCP grants.
- Change of scopes will utilise the original financial allocation. Council will not award additional funds for the new project and any change in scope will utilise pre-approved funds.
- The change of scope form requires the same detail as the original grant application form. i.e., quotes for all items $200.00 and over, diagrams/maps, photos, etc.
- Assessments will take up to 10 working days. Landholders will be notified of the outcome (successful or unsuccessful) via email.

Project completion and acquittals

Projects must be completed, and acquittal documentation submitted online through the Smarty Grants acquittal form by midnight (end of day) **Friday 30 May 2024.** Reminders to lodge your acquittal will be sent to your email address.

Minimal documentation required for the acquittal include:

- Complete the acquittal form in Smarty Grants.
- All funds provided by Council require invoices/ receipts. The total amount of fund provided by Council requires proof of purchase (invoice or receipts) including for small purchases which did not require quotes.
- Minimum of 1-2 photos of the works undertaken (more photos are welcome).
- Whilst not required, other documentation is encouraged including:
- Maps.
- Written reports of the project & reports from weed contractors.
- Invoices from personal expenses which have contributed to the project.

Notes on Completing Application Form

Applicant details

Please provide your contact information and property details.

Project description

Question 1	• Provide a title for your project.
Question 2	• A list of project target areas is provided that align with Council's regional priorities. • Choose from the dropdown menu the target(s) that best fit your project focus. • If none apply, select "None, my project does not focus on any target areas." • Note: "Upper catchments" pertain to properties above 250 meters above sea level.
Question 3	• Select one or more options provided to describe how your project will benefit the surrounding environment. Provide additional benefits in *"Other"* if your project delivers other benefits to the environment which are not listed.

Question 4	• In column 1, provide a description of your project aim.
	• In column 2, provide an explanation of what activities you will complete to achieve your aims.
	• Applicants should align this answer with Question 2 (project targets) as shown in the example below.
	    o E.g. what are the main aims of your project?
	    o Restore koala (threatened habitat)
	• What activities will you need to complete to achieve your project aim?
	    o Remove 50 square meters of lantana understory by manual removal &/or cut stump method.

Project budget

Question 5   Budget table

Column A	In separate rows, list all the items required to complete your project and how the cost will be budgeted. It is important to include items that you will contribute to the project that you own (e.g. brush-cutter, personal labour and machinery). This information is essential for council to determine the scope of the project and whether the project is realistic.
Column B	Provide the dollar amount that you as the landholder will contribute.
Column C	Provide the dollar amount requested from council for any given item.
Column D	Provide the total cost for each item. Where an item is $200 and over a quote must be provided. NOTE: The amount in column D should <u>total</u> the amounts detailed in columns B and C.
Column E	Provide the quotes for items costing $200.00 and over.

NOTE: If equipment hire or contractors are used it must be directly relevant to the project, providing efficient and cost-effective means of delivering the required outcome. Please note, in-kind contributions are considered more favourably than contractor hire.

Questions 6 (next page)

Column A	Column B	Column C	Column D
Detail the item/works to be utilised or completed. **Provide a breakdown across multiple rows.**	Select the in-kind item in the drop-down menu that matches the item description, this will identify the rate to be used to work out the value of your in-kind labour contribution. Use the following figures to calculate the value of your in-kind contributions: Labour can be calculated at $30/ person/ hour. Use of your own machinery/ equipment can be calculated as follows: Tractors and heavy/large machinery - $50/machine/hour; Spray rigs and similar - $40/ machine/ hour; and Small machinery (including brush-cutters/chainsaws) - $30/ machine /day	Estimate the total number of hours required to complete a task, or the total number of hours the small plant item may be used for. Ensure you calculate the total hours including multiple people, this will make calculating the total contribution easier. Must be a number only.	Work out the total estimated in-kind contribution from works. This is calculated by multiplying the total hours (Column C) by the hourly rate (Column B).

For example:	For example:	For example:	For example:
Weed control completed by 1 person, to prepare for planting across several days;	Personal labour - $30/person/hour;	16 hours;	$ 480.00;
Brushcutter used for weed control;	Small machinery (brushcutter, chainsaw) - $30/machine/day;	1 day;	$ 30.00;
2 x people to complete planting project;	Personal labour - $30/ person/ hour;	16 hours (total = planting to take 8 hours with 2 people)	$ 480.00;
2 x people to maintain planting 8 hrs per month for 6 months.	Personal labour - $30/person/hour.	96 hours (total = (8 hrs x 6 months) x 2 people)	$ 2,880.00.

Project area and supporting information

Question 7   Provide a map outlining your plans for your project. Include all relevant information for your project (e.g., zones for weed removal/ planting/ erosion works, firebreak trails, fence lines or watering points).

NOTE: If you would like assistance with mapping, please contact a Senior Environment Officer - Conservation on (07) 3205 0555 for assistance.

Question 8   Make sure you attach photographs of the project area and if possible, include aerial images of the site.

Ongoing project maintenance

Question 9 Provide details of any maintenance activities. Please note ongoing maintenance is not funded by these grants, however carrying out follow up activities is looked upon very favourably as it displays commitment and will strongly support your application. Maintenance activities may include ongoing weed control, monitoring of erosion works (including after rain events) or watering and mulching of a new planting.

Grant recipient's agreement

Please read and **Accept** the agreement. If you fail to **Accept** the agreement your application will not be considered.

Withholding tax exemption/declaration

This declaration is a legal obligation by the Australian Tax Office.

If the applicant is an individual and the grant is for a project on private property, please tick the first box *"I am an individual and the payment is wholly of a private or domestic nature"* and leave the other boxes blank.

If the applicant is a business, please tick the box that applies to you.

Bank account details

Bank account details are required as successful applicants will receive payment via electronic transfer. Bank details must be the same as the grant applicant. No cheques or other methods of payment will be offered.

Further information

If you have questions regarding the grant program, the application process or filling out the application form please contact a Senior Environment Officer - Conservation on (07) 3205 0555.

Alternatively, we will be available to discuss project ideas and provide assistance at the following locations and times:

Date	Time	Location
Wednesday 7 August 2024	11:00 am - 1:00 pm	Kumbartcho Sanctuary Bunya Pine Court, Eatons Hill
Friday 9 August, 2024	8:30 am - 10:30 am	Woodford Library 1 Elizabeth St, Woodford
Monday, 19 August 2024	9:00 am – 3:00 pm	Caboolture Regional Environment Education Centre (CREEC) 150 Rowley Road, Burpengary
Monday, 26 August 2024	9:00 am – 3:00 pm	Caboolture Regional Environment Education Centre (CREEC) 150 Rowley Road, Burpengary

Appointments are not required.