

Northern Gulf Community NRM Grants Guidelines

Introduction

Northern Gulf Resource Management Group (NGRMG) is an independent not for profit organisation working with the community, industry and government in Australia's Northern Gulf Region. NGRMG's role is to work with communities to ensure sustainable management of our water, land, soils and biodiversity. We are custodians of a community based regional NRM plan, which helps determine goals and priorities across the Northern Gulf.



Figure 1: The Northern Gulf region

NGRMG's Community NRM Small Grants Program aims to support Northern Gulf community groups to undertake priority natural resource management activities. This grants program is funded from the Australian Government's National Landcare Program (NLP) totalling \$160,000.

The Community NRM Small Grants aim to deliver local and long term outcomes specifically for the Northern Gulf priorities, but in line with regional, national and international obligations. NGRMG is taking account of the requirements of this funding source.

Funds Available

Australian Government
National Land Care Program (NLP)

Farming Futures of the MDA	\$80,000
Wildlife Management	\$80,000

Total funds available for Community NRM Grants program	\$160,000
---	------------------

Timeframes

- Guidelines Released ➤ 22 December 2015
- Application available ➤ 10 January 2017
- Applications Close ➤ 10 February 2017
- Assessment Process complete ➤ 8 March 2017
- Announce Successful Projects ➤ 10 March 2017
- Contracts Issued ➤ 17 March 2017
- Project Completion ➤ 31 March 2018

Further Information

NGRMG Website - www.northerngulf.com.au

Facebook – Northern Gulf Resource Management Group

Phone: (07) 4092 1088

Your local Northern Gulf staff member

- **Allan Holmes**, Executive Coordinator
P: (07) 4092 1088 M: 0498 977 632
E: executive.coordinator
- **Vickie Mylrea**, Projects/ Services Manager
P: (07) 4092 1088 M: 0429 067 338
E: projects@northerngulf.com.au
- **Peter Harrison**, Mapping Coordinator
P: (07) 4092 1088 M: 0417 538 143
E: tmc@northerngulf.com.au
- **Paula Ransom**, Project Support
P: (07) 4062 1330 M: 0459 351 371
E: corporate@northerngulf.com.au
- **Michael Anthony**, Wildlife Officer
P: (07) 4062 1330 M: 0499 057 706
E: wildlife@northerngulf.com.au

Eligibility Requirements

- Grants are open to Community NRM groups within the Northern Gulf Region (go to www.northerngulf.com.au for a map of this area).
- Individual land holders are eligible to apply but are encouraged to partner with their local community NRM group (e.g. Landcare group, catchment group, tree planting group) regarding potential projects on their land. Northern Gulf Resource Management Group can provide information on your local group.
- Applicant groups must be incorporated. A non-incorporated group may seek funding for a project, but will need to be sponsored by an incorporated organisation. This sponsor will take full responsibility for the legal and financial accountability of the proposed project including signing the grant funding agreement and/or any declarations.
- An on-site visit may be required as part of assessment process and applicants must be available to meet Northern Gulf Resource Management Group NRM staff during this period and as required for the period of the contracted project.
- Monitoring and reporting will be a requirement of the agreement.
- Full records of the expenditure of the funds and in-kind cash contributions must be kept by you for 7 years.
- National Landcare Program funds must be acquitted by 30 June 2017 therefore projects must be completed in full by **31 May 2018**.

Grant Contracts

Successful projects will be required to enter into a formal contract with Northern Gulf for disbursement of the grant funds. This contract will specify the activities and outcomes of the project, as well as the schedule for payment. Payments will be made according to achievement of agreed milestones in the contract schedules and acceptance of progress reports and a final report.

Northern Gulf Resource Management Group is legally obligated to provide and maintain, a workplace that is safe and without risk to health and the environment and this obligation flows through to all subcontractors. The community grants program recipients must exercise all necessary precautions for the health and safety of all persons including employees and members of the public. As a condition of the community grants program, all applicants need to identify Occupational Health and Safety risks and describe the control methods they will use to reduce those risks. Based on this information, Northern Gulf Resource Management Group may then require the submission of a Risk Assessment and Safe Work Method statements.

Reporting

Grant recipients will be required to submit regular progress reports against milestones according to a set template that will be provided at the initiation of the project. Payments will be dependent on the submission and acceptance of these progress reports.

For on-ground works projects, grant recipients must be prepared for Northern Gulf Resource Management Group staff to undertake one or more site visits during, and/or on completion of the project. The project may be the subject of a case study prepared by Northern Gulf Resource Management Group for reporting and communication purposes.

Eligible activities

Wildlife Management

These include, but are not limited to the following:

- Threat abatement activity to improve habitat of the black throated finch
- Riparian restoration
- Repairing and restoring habitat (including endangered regional ecosystems)
- Education and awareness raising events/activities focused on Native species and Ecosystems
- Weed, pest animal and pathogen control in relation to black throated finch
- Bird surveys

Farming Futures

These must be delivered in the Mareeba/ Dimbulah Irrigation Area and include, but are not limited to the following:

- Innovation to increase productivity and NRM sustainability
- Education or Awareness raising event for Intensive Land Managers in MDI
 - Sustainable practice
 - Land management
 - Soil health
 - Irrigation efficiencies

Ineligible activities

The following activities will not be eligible for funding under this grants program:

- Costs incurred before the commencement date of a contract between the Applicant Group and Northern Gulf Resource Management Group.
- Activities that have a negative impact on any matter of environmental significance or will create a known environmental risk.

Grant limit

The following funding limits are:

- There is no minimum funding limit for projects
- There is a notional maximum limit of **\$20,000 ex GST**.
- Projects *can* exceed the maximum notional limit if value for money can be clearly demonstrated or a multi group project is developed.

Project Administration

Up to 10% of the project budget may be allocated towards project administration of funded projects. Administration costs are operating expenses incurred by the group in the running of the project, such as accounting fees, contribution to office rent, telephone and IT services, secretarial support etc.

Administration does not necessarily include the cost of coordination and/or technical assistance to actually run the project which can be included as a budget item within the project. However, if you incorporate staff/technical costs, please take account of the impact this may have on value for money and outcomes delivered.

In Kind Contribution

There is no requirement for in-kind contribution by the applicant. However, in-kind contributions may be a consideration in assessing the project against the “value for money” criteria. Any inclusion of in-kind needs to be a genuine additional contribution/leverage for the project.

Assessment Process

Assessment Criteria

The following criteria will be used to assess applications:

1. Extent to which the project delivers on the objectives of the National Landcare Program
2. Group capacity to successfully deliver the project, including ability to assess and manage OH&S risks.
3. Value for money (including in-kind/cash contributions from the recipient and other partners).
4. Opportunities for developing, or enhancing, partnerships with others.

Assessment of Projects

Project applications will be assessed by a five-member independent panel that has been selected by Northern Gulf Resource Management Group. This panel will assess applications against the Assessment Criteria stated above.

Northern Gulf Resource Management Group staff will provide support and probity arrangements ensuring transparency, integrity and accountability of the assessment process.

Application Forms

Applicants will be able to complete their application forms through a word document.

The application forms will focus on providing the applicants with the opportunity to describe their project and how it meets the selection criteria.

We will send you confirmation that we have received your application via mail or email. If you do not receive a confirmation within 5 working days of sending us your application, please call our office on **07 4092 1088**.

Timeline

1. Application forms will be available from the 10 January.
2. The Application process will close at 5:00 PM on Friday 10 February 2017.
3. The assessment process will occur between 11 February and 4 March. During this period, Northern Gulf may contact your group for extra information following submission to assist with project assessments.
4. Successful applicants will be advised on 10 March 2017.
5. It is anticipated that successful project applicants will be sent a contract by 20 March and will be required to sign and return the contract by 31 March. *Please note:* work cannot progress until the signed contract is received by Northern Gulf NRM.
6. National Landcare Program funds must be acquitted by 30 June 2018 and in that case projects must be completed in full by **31 March 2018**.

NGRMG Technical Support

Northern Gulf Resource Management Group staff can provide technical advice in the formulation of project ideas, and identifying possible partnerships for delivery. We strongly recommend that you contact Northern Gulf Resource Management Group staff to arrange for a discussion and/or site visit relating to your proposed project as early as possible. *The ability of staff to provide assistance will be dependent on demand and workload, and we strongly recommend you contact staff early in the application period as limited assistance will be available in the one-two weeks prior to the submission deadline.*

Northern Gulf Resource Management Group staff members in your area will also be available to provide ongoing support to deliver successful projects and reporting and monitoring the results.

For More Information...

If you have other questions, please contact your local Northern Gulf Admin Officer provided on the front page.