

# Carbon Farming and Land Restoration Program How to Apply Guide - ACCU Plus Round 3

## Before You Start

This document provides explanatory notes to support anyone wanting to apply to the Round 3.

Making the commitment to apply to the Carbon Farming and Land Restoration Program (CF-LRP) requires planning and preparation. This guide will help you submit a quality application.

Applications **close Monday 20 May 2024 at 12 noon (AWST)**.

Applications are submitted via SmartyGrants using the link [here](#).

A third party can assist with the completion of the form; however, the applicant takes responsibility for the accuracy of the information and all details in the application.

## Get Ready

- Familiarise yourself with the [ACCU Plus Program Guidelines](#). This contains information about applying, eligibility criteria, what is expected, and contractual terms and conditions.
- Check that you meet the **eligibility criteria**
- Understand the agreement and the expectations
- The Assessment Panel doesn't know you, your business, or your project, so make sure that **information** provided is **clear, concise, and compelling**
- Have all the required attachments at hand to make the process easy and ensure they are **directly related** to your project and the question asked; Uploaded **files should be named in a meaningful way** to make processing simple.

## Support

These explanatory notes were developed for application questions which may require more guidance.

Resources on the [CF-LRP website](#) include a [How to Apply video](#) which is split into modules covering an **introduction, logging-in, tips** for using SmartyGrants, and information about the key sections of the application form. The video has a preview of what you will see when logged into SmartyGrants and how the application form looks.

Frequently asked questions (FAQs), factsheets, and planning documents are available on the [Resources](#) page. You can access these documents by scanning the QR code or using the embedded links.



If you have questions, email [carbonfarming@dpird.wa.gov.au](mailto:carbonfarming@dpird.wa.gov.au)

## The Application Form

The application form will collect information needed by the Assessment Panel. Wherever possible the application form uses single or multiple-choice questions, dropdown menus, tables and uploads (attached documents) to capture information.

Some sections use 'conditional logic' to capture information based on previous responses so you answer questions which relate to previous responses.

## Preparing your application

Fields in the application form with a red asterisk (\*) are mandatory; it cannot be submitted without completing these fields

Some sections offer the option to upload supporting or additional information. The table below details the Mandatory, Conditional and Optional uploads in the application.

Supporting documentation should add value, and substantiate any planned activities, budgets and co-benefits. They should be named clearly to identify what the file is or what it contains.

Applicants are encouraged to prepare these documents (uploads) ahead of time. Some are explained in this document.

<b>Mandatory uploads</b>	<b>Conditional uploads</b> (only required where corresponding responses are required)	<b>Optional uploads</b> (only relevant for some sections)
<b>Work plan</b>	<b>Business structure diagram</b> (if the applicants is a Trustee within a Trust)	Third party and in-kind commitment <b>evidence of support</b> (if applicable)
<b>Site plan</b>	If the applicant is not the landowner, the landowner needs to provide <b>evidence of support for the project</b> (letter, email)	<b>Forest Management Plan</b> (Plantation forestry method)
<b>ACCU forward estimate</b>	Evidence that supports the anticipated increase in soil organic carbon (soil)	<b>Management Regime or Sampling Plan</b> (Measurement based methods for new farm forestry plantation method)
<b>Species list</b> (Reforestation and agroforestry projects)	<b>Land Management Strategy</b> (soil projects)	<b>Evidence of previous expenditure</b>
		<b>Other information</b> can be described or uploaded at the bottom of each method section

When uploading files, allow enough time for each file to upload before trying to attach another file.

Files can be up to 25MB each; however, we recommend a maximum of 5MB – the larger the file: the longer the upload time.

During the assessment stage, applicants may be required to provide additional information as deemed necessary for due diligence and/or the Assessment Panel.

# Application Form Explanatory Notes

## Applicant Details

Some of the key questions in this section: name and contact details for the applicant and any other landholders, ABN, property location and size, aggregation details (if applicable).

## Project Details

The Project Summary will be used for public announcements and on DPRID's website. Provide a summary that you will be comfortable seeing in a public forum – make the summary factual but engaging.

Applicants describe reasons/motivations for undertaking the project and what they hope to achieve. This helps the Assessment Panel recommend applications that will benefit from being in the program.

## Regulatory Approvals

Applicants provide information on any regulatory approvals e.g. Shire development approvals.

## ACCU Scheme Method

Applicants will choose which method they want to use (Soil, Reforestation, Plantation Forestry or New Farm Forestry). The form only shows questions relating to the method selected.

If you select more than one method (e.g. soil and a vegetation), there are common questions and uploads: site plans, work plans, site preparation and establishment, carbon estimation, and risk mitigation. These are summarised below; where there are significant differences, additional notes are provided.

## Site Plans

A **site plan** is an aerial or satellite image that details the proposed on-ground activities. Site plans help assessors visualise your project, depicts the activities you will implement, and identify where the activities are on the property(s).

Ensure your site plan:

- includes a key / legend that includes the symbols used to depict the on-ground activities,
- is at a suitable scale to make it easy to read
- identifies the proposed carbon estimation areas (CEAs). If you have **more than one CEA**, please **number them on your site plan**.

If there is more than one property involved, provide a site plan for each.

You can choose any program to make your site plan. DPIRD has a [Co-benefits Portal](#) that is a free mapping tool with useful spatial data layers (e.g. soil, biodiversity and salinity data) to add value to your Site Plan. The [Co-benefits Portal - User Guide](#) has examples of site plans.

Site Plans should include things like existing vegetation, excluded areas, fences (new, existing and single/double) soil types and any monitoring points for co-benefits.

## Work Plans

All applications require a workplan which guides the timing, sequence, time needed, and dependencies.

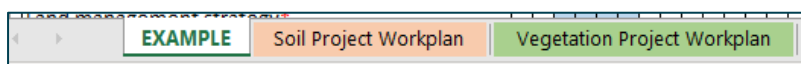
Workplans do not need to be complex but help identify main stages. It will identify the milestones for the Agreement for Financial Assistance.

A simple Excel spreadsheet work template for soil, and vegetation projects (reforestation and agroforestry) with dropdown activities is available on the [Resources page](#) and in the SmartyGrants form.

Applicants can use any project planning software of their choice to create the Work Plan.

The screenshots below can assist in navigating the DPIRD Work Plan template.

- View the first sheet entitled 'EXAMPLE' (bottom left corner of the document) then when familiar with the layout, select the 'Soil Project Workplan' or 'Vegetation Project Workplan' sheet to create your custom project.



Example from Work Plan template, showing sheet options

- Within the Soil Project Workplan sheet select from the dropdown options each planned activity, and colour in the cells. You can add your own custom activities; and more rows as needed.
- In the monthly grid, fill cells in to show when and for how long these activities will occur.

SOIL PROJECT WORKPLAN		2023													
Project Name -		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Activity	(Select from dropdown list or enter a new item)														
1	Land management strategy preparation														
2	Undertake new activity														
3	Baseline sampling														
4	Baseline analysis														
5	Soil sampling														
6	Soil analysis														
7	Weed and/or pest control														
8	Nutrient mapping														
9	Develop sequestration model														
10	Land management strategy review														
11	Project monitoring														
12	CER reporting and auditing														

Example workplan – this proponent used colours to show on-ground activities vs administration activities.

## Technical information required (all methods)

### Site Preparation and Establishment

Detailing your site preparation activities may also assist you in creating your Work Plan.

### Pest and Weed Control

A detailed description of known pests and weeds may assist you with elements of the risk identification and mitigation section. A summary of your proposed pest and weed control program is also useful linked back to your project Work Plan.

### Carbon Estimation Areas (CEAs)

Please give each CEA a number; and work out the size of each hectare (ha).

The number of seedlings or amount of seed (kg) to be sown per hectare in each CEA is required.

### Fencing (required for all vegetation based methods)

Detailing your fencing plan may assist you in creating your budget and Work Plan.

### Estimating Soil Organic Carbon Sequestration using Measurement and Models method

Provide information about the soil health issues your project will address. Explaining this will help the assessors understand the effect of the proposed activities.

**Describe the activities and how they differ to your current practice**, add further detail as to how the method will be implemented and how it is 'new' to the area the project will be implemented within.

Section 4

### Soil carbon project activities

These questions align with the CER's guidance for meeting the requirements of soil carbon land management strategies.

- If available, provide relevant information from the Land Management Strategy (or similar document).
- The project activities must be eligible under the ACCU Scheme method. Refer to the CER's [method guide](#) for details.
- Ensure the project activities are described in enough detail so the technical assessors understand the proposed activities.
- The [Soil Organic Carbon Projects Factsheet](#) and the [Soil Carbon Measurement and Analysis Factsheet](#) can help you plan on-ground activities.
- Identify the changes you expect - what are the issues and how the on-ground activities will address these over time.

Select the project activities that apply from the drop-down list - use the 'Add More' button for additional rows.

New or materially different project activity to be implemented	Describe the activities and how they differ to your current practice	What change (other than an increase in soil organic carbon) do you expect from implementing the new activities?
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>Re-establish or rejuvenate a pasture by seeding establishing or pasture cropping</li> <li>Establishing, and permanently maintaining, a pasture where there was previously no or limited pasture, such as on cropland or bare fallow</li> <li>Use a cover crop to promote soil vegetation cover or improve soil health or both.</li> <li>Use of compost and/or other organic soil improvers</li> <li>Use mechanical methods to add or redistribute soil</li> <li>Alter the stocking rate, duration or intensity of grazing</li> <li>Modify landscape or landform features to remediate land</li> <li>Use legume species in cropping or pasture system, or</li> <li>Apply lime to remediate acid soils</li> <li>Apply gypsum to remediate sodic or magnesian soils</li> <li>Irrigation</li> </ul> </div>		

**What soil health issues will this activity address (other than an increase in soil organic carbon)?**  
**What change do you expect from implementing the new activities?** Detail the information or results you would expect after implementation. It may also be appropriate to reference research that justifies this activity; assuming the research can be related directly back to your situation. Any evidence to support your response can be uploaded in the Optional - additional information section.

**Estimating current soil carbon sequestration** section, you will be required to reference each CEA and its current SOC %. In the next section you can provide reports/evidence to support this.

Following on, the next field is where the new “**anticipated Soil Organic Carbon**”, enter the expected % increase in soil organic carbon.

**Which calculator will be used to estimate the soil’s carbon sequestration potential**, note which calculator or software will be used.

The following fields regarding modelling tools and spectroscopic technology and soil sampling depth are reasonably self-explanatory.

**Detail the evidence that supports the anticipated increase in SOC for this project.**

Evidence should be relevant to the soil type and conditions on the land where the project will be undertaken.

What activities or evidence supports the anticipated increase?	Upload any evidence / supporting documentation
<input type="checkbox"/> Commercial or research trials <input type="checkbox"/> Trials you have applied to your land <input type="checkbox"/> Trials used by other farmers in the local area <input type="checkbox"/> Research papers <input type="checkbox"/> Other <a href="#">Clear</a>	* Attach a file: <input type="button" value="Choose Files"/> No file chosen

For “**detailing the evidence that supports the anticipated increase in SOC for this project**”, ensure that the supporting evidence can be directly related to your project.

The remainder of the fields within the Soil Organic Carbon section are common across the other ACCU scheme methods.

## Reforestation by Environmental Mallee Plantings – FullCAM

Upload a species list for seedling/and or seed orders in the **establishment method and species list** section. Note all species need to be endemic.

The **Carbon Estimation Areas (CEAs) and Planting Density** section can be completed in conjunction with the site plan. The number of seedlings and/or the kilograms of seed to be sown is also entered here.

## Plantation Forestry (Schedule 1)

This section shares many common elements with the **Reforestation** section. The main difference is in the top part of the section regarding **Forest Management Plans (FMP)**. An FMP is required when submitting the first credit report to the CER between 6 months and 5 years after registration.

A Forest Management Plan can be uploaded if developed, but it is not a mandatory upload.

## Measurement based methods for new farm forestry plantation

This section shares many common elements with the **Reforestation** and **Plantation Forestry** sections. The main difference is in the top part of the section regarding **the Management Regime and Sampling Plan**, which identifies the approach your new farm forestry method project will use.

A Management Regime and Sampling Plan can be uploaded if developed, but it is not a mandatory upload.

## Co-benefits

Identify one or more of the five priority co-benefits your project will deliver. The [Co-Benefits Standard](#) can help identify them (some you may not have realised) and how to monitor them.

Each co-benefit has similar field(s) or category(s):

**Biodiversity and conservation co-benefits**

Please add more rows as required.

Co-benefit category	Activity	What will you measure?	How will you monitor and report on this indicator of change?
	E.g. create a biodiversity corridor	E.g. species diversity and survival rates	E.g. monitoring survival rate by need for infill and using Photomon to demonstrate change over time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ -

Add More

**Co-benefit category:** Select from the drop-down menu the options directly relevant to the project.

Multiple activities can be considered for each co-benefit category; further lines can be added.

Hitting the 'plus' (+) sign on the right of the screen allows you to add a line. If a mistake was made, a line can be deleted by hitting the 'minus' (-) sign.

**Activity field:** write a short description about the actions you will undertake. Note that innovative and/or different activities to those currently being undertaken contribute to a strong application.

**What will you measure? Field:** write a description of the data that will be gathered.

**How will you monitor and report on this indicator of change? Field:** write about the methods used to gather this data and the way it can be transformed into richer information to show that the co-benefit has occurred. Another way to describe this might be how you will show success in this activity.

Use the [Co-Benefits Standard](#) for ideas.

Aboriginal landowners, those planning a project on Aboriginal owned land or will claim Aboriginal economic and cultural co-benefits can receive advice from DPIRD's Aboriginal Economic Development team.

## Budget

It is important that your project has a well-considered and realistic budget that will ensure your project can be implemented and maintained over the Agreement and Permanence period requirements.

Refer to the [Program Guidelines](#) for activities eligible and ineligible for funding.

There are specific budgets for Soil and Vegetation method projects. (Reforestation and Plantation Forestry). Most elements of the two budgets are the same but differ in dropdowns within the Budget Items column.

### General considerations

Quotes and other evidence can be uploaded to support your budget items.

Ensure the budget has sound cost estimates, represents value for money; and demonstrates to the assessors that you have done due diligence on the items.

A simple [Costings Guide Calculator](#) on the [CF-LRP Resources](#) page can assist.

### Project Budget: Cash section

BUDGET ITEM	Item Cost (ex GST)	Evidence of the cost	When is the expenditure to occur?	Comment (optional)
Select from the dropdown menu.	Ex GST	e.g. recent itemised quotes or price lists	Identify when the item is needed (you can select multiple years)	

The following are definitions of budget terms used in the application form. Refer to the [Program Guidelines](#) for further detail.

- **Project Budget: Cash**

Cash contributions refer to the cash funds directly being contributed to the project by the proponent and associated third parties.

The Applicant decides their contribution based on the total project budget. This needs to be a minimum 30% cash co-contribution. (i.e. for every \$100,000 of CF-LRP funding, the applicant must commit a minimum of \$30,000, which would bring the total project cash resource to \$130,000).

The form will auto calculate the Total Project Cash Budget, funding requested from the RBDC. You will determine the Applicant Cash Co-contribution (\$).

Note that projects cannot claim funding to develop a Land Management Strategy (LMS) or Forest Management Plan (FMP) as part of the cash co-contribution or to be paid for after the project is funded. However, the cost may be added to the minimum 30% co-contribution – refer to the [Program Guidelines](#).

Ensure your response to the **When is the expenditure to occur?** question aligns with the Work Plan. Some things will be needed several times e.g. CER reporting, soil sampling.

- **Funding commitment from third parties**

Cash co-contributions from all sources must be identified.

Questions about third party cash co-contributions will only be visible if this is relevant for your project.

Third party contributions will need to be verified and letters of guarantee provided. Evidence of these arrangements can be provided in the section marked **Upload supporting evidence of the commitment**.

- **Other Government funding for this project**

Provide details on the amount, source, use of funding secured or applied for with regards to **THIS** project.

- **Prior expenditure**

Additional questions about past expenditure are only visible if this is relevant. Past expenditure to plan the project can be additional to the 30% minimum cash co-contribution e.g., advice on site assessment, practice change, Carbon for Farmers Voucher Program cash co-contribution.

Evidence of prior expenditure must be provided (e.g., itemised paid invoices).

- **In-kind contributions**

In-kind co-contributions do not count towards the applicant's cash co-contribution and are identified separately in the project budget

For in-kind contributions from third parties, upload **letters of commitment** detailing the type and value of the assistance.

## External Funding

- **Previous government funding**

Note **ALL** other government funding you or your business has received. Include grant name, year received, and amount.

## Project ACCUs

### Estimated Number of Project ACCUs

Applicants are encouraged to ensure the ACCU estimate is based on sound assumptions. The use of a suitably qualified or experienced professional is recommended.

An ACCU forward abatement estimate report will be needed. The Full Carbon Accounting Model (FullCAM) calculation tool generates abatement estimates for various methods. Visit the [Resources](#) page for other estimation tools.

### Forward Estimate of ACCUs

You need an estimate of how many ACCUs your project will generate over 10 and 25 years.

The estimated is needed for each method you have chosen. **Enter "0"** if the **method does not apply**.

### ACCUs offered to the Rural Business Development Corporation (RBDC)

The RBDC offers 10 year Agreement for Financial Assistance to allow time for the ACCUs to be delivered.

Deciding how many ACCUs could be generated in that time will help you decide on how many to offer the RBDC in exchange for the funding requested.

## Project Impact

An important outcome of the CF-LRP is that it encourages the sharing of information and knowledge about carbon farming projects and their co-benefits.



Consider the following in your response:

- Potential impact on other farmers
- the potential to bring about farming practice change
- adding value, credibility and knowledge to further develop WA's carbon farming industry
- demonstrated or intended engagement with industry, community and the general public, such as hosting field days, contribution to workshops, media releases and social media
- What new learnings will come from this project that could help others to do a similar project?

**Outreach and Education**

The CF-LRP encourages the sharing of information and knowledge about carbon farming projects and their co-benefits. Knowledge/Information Sharing outcomes are a component of the Funding Agreement.

Identify opportunities such as hosting field days, contribution to workshops, and media releases, newsletters and social media to share your learnings and project successes.

What information sharing outcome will your project deliver? <small>e.g. field walk, analysis of soil carbon spectroscopy ecological assessment etc.</small>	Description of outreach opportunity	Frequency of delivery <small>e.g., once off, annual</small>	
outcome 1 *	20 people on farm for 2 hour walk-around *	annual *	+ -
outcome 2 *	booth at local field day, video reel of project results *	after first reporting *	+ -

## Risk Mitigation

Consider risks to the project's delivery of carbon and co-benefits, and the ability to service the Agreement for Financial Assistance.

A risk analysis matrix can help assess the impact for each risk by considering the **likelihood** and **consequence**.

Risks include but are not limited to:

- environmental, including fire reduce or excessive rainfall
- feral animals and weeds
- replacement of plant losses (native, forestry or pasture)
- difficulty sourcing tube stock or seeds
- weather delays to soil sampling
- challenges getting contractors or specialists
- financial changes.

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

*Example risk analysis matrix*

## Service Provider details

Identify service providers involved with the project – business, name and contact information and their role. Make sure they are aware that their details are being shared.

## Declaration

Applicants can get assistance from others to complete the application form. However, you are responsible for the accuracy of the information and the offer made which will form the basis for the Agreement for Financial Assistance.

## Review and Submit

**Review** - this page will be a summary of all information you have entered. You will receive an error message in red at the top of this section if there is missing information. You will have a chance to review, edit, or add to any sections prior to submitting the application form.

**Submit** - Once these error messages have been resolved, you will be able to submit your application. If there is something that you need to add or edit after submitting, please reach out to our team. We can re-open your form for you to amend details prior to the application closing time.

If you want to edit your application forms after submission, contact [carbonfarming@dpiird.wa.gov.au](mailto:carbonfarming@dpiird.wa.gov.au) to re-open your form. Please note applications cannot be amended once the round has closed.



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