AGRN1044 - Ex – Tropical Cyclone Ellie and Associated Flooding in WA

Category D

Environment, Heritage and Culture Flexible Grants Program

Guidelines for Applicants

Contents

1. Environment, Heritage and Culture Flexible Grants Program at a glance

Key features of the Program are:

- The Environment, Heritage and Culture Flexible Grants Program (EHC Program) provides financial assistance for projects that are focused on recovering environmental, heritage and cultural assets that were impacted by the floods associated with ex-TC Ellie. The EHC Program will enable community, alongside government, to participate in delivering recovery activities.

- Small Project Grants: Minimum grant amount $10,000 up to maximum $100,000, noting that grants to assist with costs associated with the clean-up and restoration of a heritage building are capped at $50,000 and may only be used to cover the costs of heritage related requirements.

- Large Project Grants: Minimum grant amount $100,001 up to maximum $500,000.

- Applications must relate to recovery from flood impacts and, where appropriate, builds resilience to future events, and directly aim to achieve the goals and outcomes of the program:

  Goal 1: Natural environments are healthy, resilient and biodiverse

  Goal 2: Important cultural and heritage sites are restored and accessible.

Should you read on?

To help decide whether you are eligible to apply for funds under this scheme, you should answer yes to these questions:

- My project is located in one of the four (4) DRFA activated Local Government Areas (LGA);

- The primary purpose of my project is related to addressing impacts from the disaster event, and where appropriate, builds resilience to future events, and contributes to the goals and outcomes of the EHC Program; and

- My project will be completed on or before 30 June 2025.

To receive a grant under this Program you must:

1. Demonstrate that you:
   - o meet the eligibility criteria; and
   - o meet the assessment criteria.

2. Complete and submit an application form online through SmartyGrants, ensuring all required supporting information and documents are clear and legible when uploaded.

Contact us

Please contact the EHC Program via the NRM Team or DPIRD on (08) 6552 2158 or at snrmo@dpird.wa.gov.au for assistance.

2. Purpose of assistance

The purpose of the Commonwealth and Western Australian Governments' jointly funded Environment, Heritage and Culture Flexible Grants Program (EHC Program) is to provide funding for projects that are focused on recovering environmental, heritage and cultural assets that were impacted by the floods associated with ex-TC Ellie. The Program will enable community, alongside government, to participate in delivering recovery activities and build resilience to future events. This will help empower community to shape recovery efforts as well as providing opportunity for skill development and economic stimulus.

Ex-TC Ellie was proclaimed an eligible disaster event under the joint Commonwealth-State Disaster Recovery Funding Arrangements (DRFA) on 5 January 2023.

3. Administrative Arrangements

This program will be managed by the Department of Primary Industries and Regional Development (DPIRD) as the delivery agency. DPIRD is responsible for assessing applicant eligibility and paying approved funds to applicants that demonstrate eligibility criteria has been met.

The Department of Fire and Emergency Services (DFES) DRFAWA Team (the administering agency) is responsible for overall administration of the program in accordance with the established guidelines developed in consultation with National Emergency Management Agency (NEMA).

For DRFAWA audit and assurance purposes, all parties are required to keep appropriate evidence and documentation to allow approved funding to be reconciled to eligible costs and activities under the DRFA for a period of at least 7 years after the program closes.

The Program will be jointly announced by the State and Commonwealth, in accordance with DRFA public acknowledgement requirements.

4. Program goals and outcomes

In the context of recovering from impacts from flooding associated with Ex-TC Ellie, and building resilience to future flood events:

> **Goal 1: Natural environments are healthy, resilient and biodiverse**
>
> Outcomes:

- Endangered and threatened species and monitored and protected
- Invasive animal pests or weeds are managed and controlled

- Local community groups participate in the delivery of environmental and community recovery activities and work

- Traditional Owners enabled to return to Country to reconnect, assess and document landscape changes

- Riparian zones are restored and protected.

   Goal 2: Important cultural and heritage sites are restored and accessible.

   Outcomes:

- Heritage and cultural sites are cleaned up and reinstated.

5. Grant funding available

A total of $4 million is available for grants approved under the Program across two types of grants:

- Small Project Grants: Minimum grant amount is $10,000 up to a maximum of $100,000, noting that grants to assist with costs associated with the clean-up and restoration of a heritage building are capped at $50,000 and may only be used to cover the costs of heritage related requirements.

- Large Project Grants: Minimum grant amount is $100,001 up to a maximum of $500,000.

Each grant type has separate eligibility criteria.

6. Eligibility criteria

6.1. Location

To be eligible for assistance, projects must be located in one of the four (4) DRFA activated Local Government Areas (LGA) that have been impacted by the event:

- Shire of Broome

- Shire of Derby-West Kimberley

- Shire of Halls Creek

- Shire of Wyndham-East Kimberley

Any additional LGAs that are subsequently declared under this event may also be considered for eligibility, pending a separate request to the Prime Minister from the Premier of Western Australia.

6.2. Eligible applicants

An eligible applicant is a(n):

- Charity or Not-for-profit organisation registered with the Australian Charities and Not-for-profits Commission

- Incorporated association incorporated under the *Associations Incorporation Act 2015* (WA) or *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- Prescribed Body Corporate
- Primary Producer
- Owner or operator of a heritage site
- Local Government Agency
- State Government Agency.

An applicant is eligible to apply for grants as outlined in the following categories:

Grant Type	Category description	Eligible Applicants
Small Project Grants	Small Community	• Charity or Not-for-profit organisation • Incorporated association • Owner or operator of a heritage site • Prescribed Body Corporate • Primary Producer
Large Project Grants	Large Government	• Local Government Agency • State Government Agency
	Large Community	• Charity or Not-for-profit organisation • Incorporated association • Owner or operator of a heritage site • Prescribed Body Corporate • Primary Producer OR a Local Government or State Government Agency where it is a joint project in equal partnership with one or more of the abovementioned entities.
	Large Prescribed Body Corporate	Prescribed Body Corporate OR a local or State Government Agency, Incorporated Association, Charity or Not-for-Profit organisation, Primary Producer or owner/operator of a heritage site where it is a joint project in equal partnership with one or more PBCs.

In exceptional circumstances, the panel may recommend that an applicant who does not meet the eligibility criteria but whose proposal meets the goal(s) and outcome(s) of the program be considered for eligibility.

In these guidelines, the following terms have the following meaning:

Charity or Not-for-profit organisation means an organisation registered as a Charity or Not-for-profit organisation with the Australian Charities and Not-for-profits Commission.

Incorporated association means an association incorporated under the *Associations Incorporation Act 2015* (WA) or *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).

Prescribed Body Corporate (PBC) means a body that is registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) and the *Native Title Act 1993* (Cth).

Primary Producer means an individual, partnership, trust or company which:

- has a right or interest in a primary production enterprise;
- devotes part of their labour to the primary production enterprise; and
- derives at least 50 per cent of their income from the primary production enterprise.

Primary production enterprise means:

- a business that is carried on by a primary producer and involves primary production, including the agricultural, apicultural, aqua-cultural, commercial wild-catch fishing, forestry, grazing and horticultural industries; and
- for which an entity holds an Australian Business Number (ABN).

Owner or operator of a heritage site means an individual or entity that owns, operates, or has traditional custodianship of a place that is:

- included, or identified as being under consideration for inclusion, in a local, state or national statutory heritage listing (e.g., State Register of Heritage Places, Protection Order, Heritage Agreement, Heritage List, National Heritage List);
- listed on a Local Heritage Survey; or
- an identified Aboriginal site.

6.3. Eligible projects

A project is eligible if:

- the project is located in one of the four (4) DRFA activated Local Government Areas (LGA);
- the primary purpose of the project is related to addressing direct flood impacts from the disaster event and, where appropriate, builds resilience to future flood events, and contributes to the goal(s) and outcome(s) of the program; and
- the project will be completed on or before 30 June 2025.

Examples of eligible projects include (but are not limited to):

- monitoring, protection and conservation of endangered or threatened species that are likely to have been impacted as a direct result of Ex-TC Ellie
- monitoring, management and control of animal pests and weeds that are now present, or likely to be present as a direct result of Ex-TC Ellie

- events, visits or cultural camps that allow Traditional Owners whose Country was directly impacted by Ex-TC Ellie to reconnect with Country, assess damage to cultural sites, and fulfill cultural responsibilities relating to sites that may have been/were impacted by the floods
- clean-up and reinstatement of cultural and heritage sites and assets that were directly impacted by flooding caused by Ex-TC Ellie (note grant cap of $50,000 for heritage listed buildings)
- restoration and protection of the riparian zone that was impacted by Ex-TC Ellie, including bank stabilisation, erosion mitigation works, fencing, and vegetation restoration.

6.4. Ineligible projects

Ineligible projects include (but are not limited) to those that:

- are eligible for reimbursement under an insurance policy
- do not address flood impacts
- do not contribute to the goal(s) or outcome(s) of the program
- government agency or local government would ordinarily carry out as part of normal business
- have already received funding or resources from another DRFA or other source for the same activities.

6.5. Eligible costs

Eligible costs are costs that are reasonable, justified, necessary for, and directly related to delivering approved project activities, and may include but are not limited to:

In these guidelines, the following terms have the following meaning:

Asset means any item with a useful life greater than 2-years and value greater than $2,000.00 (ex GST).

Consumable means any other item that is not an asset.

Operational and administrative costs

- Operational Expenses (subject to the Operational Expenses Cap – see below).
- The full cost of purchasing consumables necessary and directly related to the delivery of the eligible activities, such as fencing materials, chemicals for weed spraying, seedlings for revegetation, or catering for cultural camps.
- Monitoring and evaluation activities, which are a requirement as a condition of funding.

Labour costs

- Engagement of contractors and/or temporary (fixed-term) employees (including salary/wages, overtime, superannuation, workers compensation,

onboarding costs) to undertake eligible activities, including project management and administration.

- Funding may be used for project coordination or project management salaries and salary on-costs, noting that salaries or on-costs already funded or resourced (such as coordination, supervision or officer 'time'), either through another grant or under business as usual, are ineligible for funding (see also Section 11.2 of these guidelines).

- Other costs for contractors or temporary (fixed term) employees such as travel expenses, vehicle hire, accommodation and allowances associated with the delivery of this measure.

- Overtime and associated allowances for State employees required to work outside normal working hours associated with the delivery of this measure.

<u>Costs associated with purchasing assets</u>

- Costs associated with the lease or hire of an asset including:
  - o Hiring of specialised machinery (including hire, transport, operation/running costs)
  - o Dry hire of local or state government plant and equipment by contractors that enables eligible activities to be undertaken (charge rates will be less than commercial rate and will reduce mobilisation and demobilisation costs of plant and equipment if 'in situ' plan and equipment can be utilised).

- Where a State-owned asset is used, the portion of the asset cost that is attributable to the term of the program is claimable (i.e. an asset that the State owned prior to the disaster event).

- Where the grant recipient is not a government entity, the full cost of purchasing an asset may be claimable where:
  - the asset is necessary for and directly related to, the delivery of eligible activities;
  - it can be demonstrated through a cost-benefit analysis that purchasing (instead of hiring or leasing) is the most fit for purpose and value for money option; and
  - the asset was not purchased prior to the disaster event.

  Note, the grant recipient retains ownership of the asset after the term of the program and is responsible for all associated liabilities associated with the asset.

- Where the grant recipient is a government entity and an asset is purchased, the portion of the cost that is attributable to the term of the program may be claimable where:
  - the asset is necessary for and directly related to, the delivery of eligible activities; and
  - it can be demonstrated through a cost-benefit analysis that purchasing (instead of hiring or leasing) is the most fit for purpose and value for money option.

- Costs relating to managing the procurement, mobilisation, transportation, establishment, and operation (including decommissioning, demobilising, and disposal, if relevant) of assets and consumables.

  For eligibility of costs relating to disposal of assets, please contact the NRM Team or DPIRD on (08) 6552 2158 or at snrmo@dpird.wa.gov.au.

Other costs – heritage projects

- Costs (not covered by other funding sources) associated with clean-up and restoration activities of heritage sites (noting that grants are capped at $50,000 for heritage buildings and are provided to account for the extra costs that may be applicable due to heritage related requirements and the grant can be provided in addition to assistance provided via an alternative measure providing it is being used to cover the cost of heritage related requirements), for example:
  - hire of third party to undertake clean-up activities
  - hiring or leasing equipment or materials to clean property or plant or equipment
  - removing and disposing of debris, damaged goods and materials
  - removal of damaged trees or trees posing a threat
  - removal of sand and silt to a natural heritage site to restore access to the site
  - transport and disposal of debris to appropriate waste facilities
  - salvaging materials for the re-use in repair of the heritage asset
  - purchase of materials and goods
  - building and repair costs for restoration works
  - earthworks for stabilisation and erosion mitigation
  - contractor, temporary employees, project manager or consultants as required, including associated investigation, design, supervision and project management costs
  - costs associated with obtaining a building permit, development approval or other statutory process associated with repair and restoration.

Other costs – cultural projects

- Costs associated with reconnection to Country cultural events, visits and camps, for example:
  - hire of buses, vehicles to transport Traditional Owners to cultural sites
  - accommodation including camp gear hire
  - engagement of contractors and consultants to assist with the design, delivery and evaluation of camps, visits or events including anthropologists, archaeologists and cultural advisors
  - hiring or leasing of equipment or materials essential for the camp, visit or event

- o costs associated with development of material, publications that directly support the camp, visit or event.

Other costs – endangered and threatened species

- Costs associated with monitoring, protection and conservation of endangered or threatened species, for example:
  - o desktop and on-ground assessments, surveys, surveillance, mapping and monitoring
  - o habitat restoration including revegetation.

Other costs – feral pests and weeds

- Costs associated with monitoring, management and control of animal pests and weeds, for example:
  - o desktop and on-ground assessments, surveys, surveillance, mapping and monitoring.
  - o control programs including baiting, trapping and spraying.
  - o production of information material for farmers and landholders about the management and control of pests and weeds.

Other costs – environmental restoration

- Costs associated with restoration and protection of the riparian zone, for example:
  - o earthworks for bank stabilisation and erosion mitigation
  - o fencing
  - o vegetation restoration.

These costs are examples only and are not intended to cover all circumstances. If there is any doubt about the eligibility of costs please contact DFES Recovery Funding Team.

Operational expenses cap

A cap on operational expenses to deliver approved projects of no more than 20% of the total approved cost will be applied, unless fully justified and evidenced in the application.

Please note, the 20% cap is used for estimation purposes to define an upper limit of a reasonable amount for expected project management and administrative costs directly associated with a project. This amount should be proportional to the complexity of the project and is likely to be less than 20% in many cases. All operational costs related to the project will need evidence regarding the expenditure and the direct relation of costs to the approved project.

Operational expenses can only be spent on overheads that are directly related to the approved project, not for any other overheads that would have been incurred whether or not the project was approved.

For the purposes of these guidelines, eligible *operational expenses* means expenses incurred to carry out the approved projects that are administrative in nature, including the following:

- corporate governance, audit and compliance costs

- costs associated with obtaining regulatory or development approvals (excluding statutory fees and charges)

- costs incurred with the planning, development, engineering design, project management, performance monitoring, reporting, and evaluation

- employee disbursements and on-costs (note, salary and wages is not considered an operational expense)

- reasonable office and equipment operating and overhead costs.

6.6. Ineligible costs

Ineligible costs include, but are not limited to:

- alcohol, gift cards and fuel cards

- consultancy fees for work not directly related to the approved project

- contingencies and/or incidental expenses

- costs associated with ineligible project activities

- costs of preparing the grant application

- costs that are reimbursable under other funding sources (e.g. business continuity and insurance, alternative DRFA relief measures, and costs recouped through sale of salvaged assets)

- expenses to cover salary or on-costs of Western Australian or Australian Government employees

- expenses/costs for retroactive projects, activities, or events, including works, planning or site assessment completed prior to the grant being awarded

- expenses/costs that are already funded or resourced, either through another grant or under business as usual, including coordination, supervision or officer 'time' (such as existing salaries or on-costs) and existing overheads and administration costs (such as HR, finance, and office space)

- fees or wages relating to attending conferences, workshops or events

- gifts/sponsorship/membership fees

- legal expenses

- operational expenses that are unreasonable or exceed the 20% Operational Expenses Cap

- profit/margin of applicant

- purchase of capital equipment or assets that are not directly related to or necessary for the delivery of eligible projects

- purchase of motor vehicles (e.g. cars, utilities and 4WD vehicles) and machinery (e.g. tractors, trucks)

- purchase of clothing or uniforms, excluding items necessary for personal safety

- purchase of equipment or materials that is ordinarily a landholder's responsibility as part of the day-to-day management of a property

- purchase, lease, or acquisition of land or construction of buildings

- remuneration of employees or contractors for work not directly related to the approved project

- revegetation that is predominantly for feed or fodder purposes

- revegetation with species that are not endemic to the region

- roadside weed control, unless it is to control a Weed of National Significance (https://www.agric.wa.gov.au/pests-weeds-diseases/weeds/weeds-national-significance) or a Western Australian Declared Plant (https://www.agric.wa.gov.au/pests-weeds-diseases/weeds/declared-plants)

- sitting, board or committee fees or reimbursements

- student scholarships, stipends, or subsidies

- volunteer stipends or subsidies.

These costs are examples only and are not intended to cover all circumstances. If there is any doubt about the eligibility of costs please contact DFES Recovery Funding Team.

7. How to apply

- All applications must be completed and submitted to the SmartyGrants grant administration system available via https://agric.smartygrants.com.au/AGRN1044_EHC_CatD

- Applicants may apply for more than one grant however DPIRD reserves the right to ensure the funding is distributed between applicants and for a broad range of environmental, cultural and heritage projects in a way that maximises benefits to the community.

- DPIRD may request the applicant to provide additional information to support the application. Incomplete applications will not be assessed.

- Where appropriate, applications should align with existing land, water and environmental management plans or strategies, such as Healthy Country Plans, statutory National Park management plans, Fitzroy River Catchment Management Plan.

- Complete applications are assessed in order of receipt and DPIRD may request further information to help assess an application.

- It is the responsibility of the applicant to ensure their application is complete and correct, including any attachments required.

- DPIRD will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with the guidelines, or arising from any discrepancies, ambiguities, inconsistencies or errors in an application.

Please contact the EHC Program via the NRM Team or DPIRD on (08) 6552 2158 or at snrmo@dpird.wa.gov.au for assistance with planning or preparing an application.

7.1. False and misleading information

By submitting the application form, you are declaring that the information provided in the application form and supporting documentation is true and accurate.

Providing inaccurate, untrue or misleading information may be a breach of criminal law for which serious penalties may apply. Applicants should be aware that the giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

If any information provided in an application or supporting documentation is found to be inaccurate, untrue or misleading, legal action may be taken against you, including action to recover the funds.

7.2. Conflict of interest

A conflict of interest is a situation arising from a conflict between the performance of duties or activities as a member of an applicant organisation, consultant, or contractor, and an individual's private or personal interests, including financial gain. These interests can also be indirect such as those involving family, friends, or associates.

Applicants must declare and describe any conflict of interest (actual, perceived or potential) in the appropriate section of the application form.

Declarations help to ensure conflict of interest can be managed openly and transparently. They do not rule out a project from consideration.

If you are unsure whether you have a conflict of interest, please contact the EHC Program via the NRM Team or DPIRD on (08) 6552 2158 or at snrmo@dpird.wa.gov.au, and we can discuss your situation.

7.3. Project workplan

The workplan is project plan set out as a Microsoft Excel workbook. It is a critical component of the application that helps determine if the project is properly planned and costed, and shows the project's overall value for money.

Applicants MUST use the Microsoft Excel template provided in the link below. The template includes instructions and a worked example, for reference. Please save and rename the workplan template to include the project ID.

Workplan template (Microsoft Excel) can be downloaded at https://agric.smartygrants.com.au/d/files/dlm/a546776121c1f3d761662745c96372d0f8795685

In the workplan, applicants must:

- Provide detail on how each expense relates to activities and project delivery

- Show a cost for all expenses and resources EXCLUDING GST

- Limit the request for administration and overhead expenses to a maximum of 20% of the project's total grant request for all other project activities

- List all co-contributions of cash and other resources (in-kind), including the source, quantity and estimated value (do not include GST)

- Include at least one output measure for each activity (such as, hectares of weed control, kilometres of fencing, number of participants attending an event).

Note that a Small Community workplan does not need as much detail as a workplan for a Large grant application.

If you do not have access to Microsoft Excel, please contact the EHC Program via the DPIRD NRM Team on (08) 6552 2158 or email snrmo@dpird.wa.gov.au.

7.4. Small Project Grant application

Small Project Grant applications must:
- meet the program goal(s) and outcome(s);

- demonstrate how the project contributes to the recovery of environmental, cultural or heritage assets that were impacted by the floods;

- align with relevant existing land, water and/or environmental management plans and/or strategies; and

- include a simple project workplan which outlines activities, costs, and timeframes.

7.5. Large Project Grant application

Large Project Grant applications must:
- meet the program goal(s) and outcome(s);

- demonstrate how the project contributes to the recovery of environmental, cultural or heritage assets that were impacted by the floods;

- align with relevant existing land, water and/or environmental management plans and/or strategies; and

- include a detailed project workplan which shows all activities, costs, timeframes, outputs, and measures of achievement.

8. Assessment

8.1. Grant Application Assessment Criteria

The merits of each application will be assessed against the following criteria:

Assessment Criteria	Weighting
Eligibility • Applicant is an eligible applicant • Project is an eligible project	Eligible or not eligible
Clear project outcomes that align with the program goal(s) and outcome(s) This includes: • The extent to which the project contributes to the recovery and resilience of sensitive environmental, heritage and cultural assets that were directly impacted by the disaster. • Whether the project identifies and aligns with any relevant existing land, water and/or environmental management plans and/or strategies • The extent to which the project enables the participation of local community groups, particularly Ranger groups and Aboriginal people, in delivery of recovery activities. • Where relevant, the extent the project has collaborated with, or has the support of, local community who were directly impacted by the disaster • Extent project provides long term recovery and resilience benefits to the community	50%
Represents value for money This includes: • The scale of the project and activities verses the funding sought • Cost of the project verses the time and resources requested • Whether there is a contribution of additional cash or in-kind support • Whether the funding sought, and the individual line items identified in the budget, are necessary and reasonable for the successful completion of the project • Proportion of funding sought to be spent through local businesses and/or providing local employment opportunities • Proportion of funding sought to be spent through Aboriginal businesses and/or providing employment opportunities for Aboriginal people.	30%

Sound planning and ability to manage the project	20%

This includes the extent to which the application:

- Clearly details the projects objectives and likely outcomes
- Provides a clear explanation of the proposed project activities and provides a detailed and reasonable timeframe to complete the activities, noting the project must be fully completed on or before 30 June 2025.
- Demonstrates organizational capability and capacity for delivering the project.
- Clearly details how progress will be monitored and reporting requirements.

8.2. Assessment process

The assessment is based on the information contained in the submitted application form and supporting documents provided.

a) Applications will be assessed against the eligibility criteria.

b) DPIRD reserves the right to request further information from you or from any business or individual you have engaged to assist in assessing your application and to verify any information provided in your application. Failure to provide such information may result in DPIRD refusing your application.

c) DPIRD reserves the right to refuse an application where eligibility criteria are not met, or where the applicant does not, or cannot, provide sufficient information for DPIRD to determine if eligibility criteria have been met.

d) Applications submitted may be subject to audit by DPIRD or its agents in order to determine compliance with scheme guidelines.

e) Complete applications will be assessed in order of receipt. Incomplete applications will not enter the assessment queue until all required information is provided.

f) DPIRD reserves the right to ensure the funding is distributed between applicants and for a broad range of environmental, cultural and heritage projects in a way that maximises benefits to the community.

8.3. Complaints handling process

If an applicant is dissatisfied with the way an application has been handled by DPIRD, they can contact DFES and lodge a complaint. DPIRD will not reconsider applications as part of the complaints process. Instead, the complaint will be considered by a DFES officer independent from the original process, and the applicant will receive a response from DFES.

9. Supporting evidence

Applicants should pay close attention to attachments and evidence that support the application.

Applications <u>must</u> include:

- Letters of commitment: If your application involves a partnership with any other organisation(s), you must provide a letter of commitment from each signed by a representative of the organisation with the authority to commit that contains details of their participation, including the value of any co-contributions, and their contact details.

- The workplan: this is an essential component of the application and must be completed in Microsoft Excel format using the workplan template available at https://agric.smartygrants.com.au/d/files/dlm/a546776121c1f3d761662745c96372d0f8795685; all project costs, co-contributions, and calculations must be provided excluding GST.

- Land access permission: written confirmation that land access permission from all relevant land owners/managers has been obtained at the time of applying.

- Maps of on-ground activity: which show the works planned and the landscape scale context, if relevant.

Evidence may also consist of photographic evidence of damage incurred to sites and assets that were directly impacted by Ex-TC Ellie, including details of:

- where the photograph(s) was taken;

- the date on which the photograph(s) was taken; and

- an explanation of the damage that each photograph is intending to show.

Applicants are strongly encouraged to include the following to assist the assessment panel in their decision making:

- if available, a link or copy of any land, water, and environmental management plans or strategies that the project aligns with

- indicative quotes for any services provided by a third party, such as contractors, consultants, or speakers

- indicative quotes for purchase of assets, if relevant

- copies of any documents that are referenced in the body of the application

- a letter of commitment or similar from each organisation that will co-contribute cash, other resources, or effort to the project that provides the details of what is being contributed, and the total value of that co-contribution, signed by a representative of the organisation with the authority to commit the cash or in-kind co-contribution, if relevant

- additional written or photographic information which can provide further context or detail to support the application.

If not provided with the application, successful applicants may be required to provide these during the contracting process prior to funds being released.

Please ensure attachments are labelled meaningfully so it is clear what each file contains.

9.1. Acknowledgement of funding

All organisations receiving funding through the Program must acknowledge the funding provided to the project by the Commonwealth and Western Australian Governments, as a condition of funding.

Prior agreement must be reached with the State (via DPIRD) on the nature and content of any announcement or media related to the program including events, announcements, promotional material or publicity relating to DRFA assistance measures. This includes but is not limited to media releases, events, social media, signage and advertising.

9.2. Intellectual property

Intellectual property (IP) refers to inventions or creations of the mind for which exclusive rights are recognised if they enable people to earn recognition or financial benefit from what they invent or create.

The IP created by a grant funded project is owned by the Department of Primary Industries and Regional Development, on behalf of the WA Government. This also applies to IP created by a contracted third party and this should be recognised in any contract for services.

Respecting Traditional Knowledge

If Aboriginal people are involved in the planning, design, or implementation of projects, it is important their Traditional Knowledge is protected, and Intellectual Property arrangements are identified. For example, Aboriginal people remain the owners of any knowledge shared, and this knowledge is treated as confidential unless specified otherwise. Aboriginal people should also be able to access any information generated from the project in an accessible format. Access and Benefit Sharing Agreements and other contracts can be used to ensure any Intellectual Property arrangements are legally binding obligations.

9.3. Insurances

Applicants who are successful in receiving grant funding must have insurance coverage that is appropriate to the nature of the project before activities can commence. It is the recipient's responsibility to ensure they, and any subcontractors, hold appropriate insurance for any activities undertaken for the project. Failure to provide evidence of having the appropriate insurances in place at the time of developing the funding agreement may result in the offer of funding being withdrawn. Appropriate insurance may include:

- public liability
- personal accident/workers compensation
- professional indemnity (where appropriate).

The costs of acquiring appropriate insurance (that is, the cost of insurance premiums) can be requested for grant funding as an item within 'operational expenses'.

9.4. Landholder permissions and agreements

Applicants **must** obtain written permission (such as a letter or email) from the landowner and/or manager of each site subject to project activities to include with the application.

Successful applicants will be required to provide a signed landholder agreement with each participating private landholder prior to the release of grant funds. Landholder agreements are used to clarify and formalise the roles and responsibilities of any private landholders participating in your project, including where and when any work will take place, and outlining expectations of the landholder after the work is complete.

A Landholder Agreement template is available to download at https://agric.smartygrants.com.au/d/files/dlm/bc24d4c5be85ecce1cc6a3ca0cca8da2ed5661

9.5. Regulatory Approvals

It is Applicants responsibility to ensure that they comply with all legal and regulatory requirements including but not limited to:

- Clearances and approvals under the *Native Title Act 1993* (Cth)

- *Rights in Water and Irrigation Act 1914* (WA)

- *Environmental Protection Act 1986* (WA)

- *Aboriginal Heritage Act 1972* (WA)

9.6. Engagement with Aboriginal people

The EHC Program acknowledges the value of Traditional Knowledge of Country - the developed and sustained knowledge acquired by Aboriginal people over thousands of years of managing the land and sea country of Western Australia.

Early engagement with local Aboriginal groups during the development of your project is essential. It is required regardless of land tenure (whether the land you are working on is privately owned or public land).

Engagement is based on the principles of **free, prior, and informed consent.** The outcome of free, prior and informed consent is providing the right and opportunity for Aboriginal organisations to say 'yes' or 'no' to the use of their land based on comprehensive, accurate, timely, and easy-to-understand information.

The following table sets out the requirements for letters of support from the Traditional Owners of the land the EHC program will operate on.

Status	Applicant	Letter of support
Native title has been determined and there is a Prescribed Body Corporate (or equivalent), or a settlement has been reached and there is a Regional Corporation in place	The application is from the Prescribed Body Corporate (or equivalent), or Regional Corporation.	Not required

Native title has been determined and there is a Prescribed Body Corporate (or equivalent), or a settlement has been reached and there is a Regional Corporation in place	The application is from any organisation other than the Prescribed Body Corporate (or equivalent), or Regional Corporation.	Required from the Prescribed Body Corporate (or equivalent), or Regional Corporation
There is no Prescribed Body Corporate or Regional Corporation in place	The application is from the Native Title claim group/s	Not required
There is no Prescribed Body Corporate or Regional Corporation in place	The application is from any organisation other than the Native Title claim group/s	Required from the Native Title claim group/s
There is no Prescribed Body Corporate (PBC) or Regional Corporation (RC) in place, or a Native Title claim group	Application is from the Traditional Owners	Not required
There is no Prescribed Body Corporate (PBC) or Regional Corporation (RC) in place, or a Native Title claim group	Application is from any other organisation other than the Traditional Owners	Required from the Traditional Owners

10. Stakeholder and community consultation

Including evidence of stakeholder consultation shows the assessment panel that the project is well planned and supported by the community.

Stakeholders include people or groups in the community that may influence or be affected by your project. They can include:

- Aboriginal people
- landholders and land managers in the project area
- local government authorities
- neighbouring groups and landholders
- Recognised Biosecurity Groups
- regional NRM groups
- relevant Western Australian government departments
- other organisations conducting similar or complementary work.

Applicants should keep a record of consultations, including who, when and where the contact occurred and the result of the discussion.

11. Value for money

Value for money is one of the criteria of the grant assessment process. The following information is provided to assist applicants in developing their workplan, and to assist with demonstrating the value for money aspect of their project.

11.1. Procurement

Grant recipients must meet the minimum procurements described below and provide evidence and records to demonstrate compliance with claims. Failure to meet the requirements or provide evidence may result in a claim being ineligible for payment under the funding agreement.

Principles of procurement

- **Value for money –** achieve best available outcome for the money spent, giving consideration of cost, fitness for purpose, quality, supply timeframes and supplier capability.
- **Fair and impartial** - procurement processes are competitive, without bias and conflicts of interest are identified and appropriately managed.
- **Accountable and transparent** – procurement is undertaken within appropriate delegations and authority, and accurate records are maintained.
- **Quality, risk, safety focussed** – minimum performance and compliance requirements are defined and the procured goods, services or works are checked and validated against those requirements.

Procurement thresholds

Monetary Threshold	Minimum Procurement Requirements	Evidence required to support a claim
Less than $2,000	No requirements, item can be purchased directly from supplier of choice.	Proof of purchase (for example, receipts, invoices etc.).
$2,000 - $50,000	At least two (2) written quotes to be obtained, may include emails.	1. The Request for Quote provided to each supplier; 2. A copy of all quotes received; and 3. Brief summary of the decision. 4. Evidence of payment and receipt of goods/services
$50,001 – $250,000	At least three (3) written quotes to be obtained.	1. The Request for Quote provided to each supplier; 2. A copy of all quotes received; and 3. Written recommendation co-signed by appropriate decision-maker 4. Evidence of payment and satisfactory receipt of goods/services
More than $250,000	Public Tender Process	1. Report summarising tender process and decision. 2. Evidence of payment, QA process and satisfactory receipt of goods/services

Organisations shall not split orders or contracts to avoid competitive procurement requirements.

11.2. Co-contributions (cash and in-kind)

Co-contributions are resources donated to the project or provided through other funding sources and usually take the form of either 'cash' (such as income or capital purchases) or 'in-kind' (such as labour, time, machinery hire, equipment use, consumables, or materials).

Co-contributions are not required as part of an application, however Applicants may wish to identify, accurately describe, and value all co-contributions in the application and workplan if relevant.

The Volunteering WA calculator for individuals and organisations is a useful tool to help determine the full value of volunteer effort (https://www.volunteeringwa.org.au/resources/volunteer-benefits-calculator).

11.3. Project coordination salaries and on-costs

Project coordination salaries and salary on-costs for temporary (fixed term) and contracted staff are eligible activities for EHC Program funding.

Applicants must provide a sufficient level of detail on the work the grant funded positions will be doing to justify the request (this can be provided in the workplan or separately). Salaries and salary on-costs should be itemised separately in the workplan.

Project coordination salaries and salary on-costs must be commensurate with the nature and scope of the project, as well as the work the positions will be doing, to be considered value for money. Grant requests that are not considered to be commensurate with the activities and work proposed may be reduced.

11.4. Project specific travel

Applicants may seek funding to cover the reasonable costs of remote travel that is specifically related to the delivery of a particular project activity. This must be itemised and described separately in the workplan.

11.5. Purchase of assets

An asset is any single item of a transferrable physical nature with a cost greater than $2,000 such as trailers, vehicles, cameras, drones, scientific equipment and non-permanent infrastructure.

Where an asset is required for the implementation of a project, it should be hired/leased in the first instance. Where hiring/leasing is not ordinarily or readily available and/or it is more economical to purchase the asset then the purchase may be an eligible cost, subject to prior approval. If your application includes the purchase of an asset, then the application should include:

- An outline of how the asset is necessary for and directly related to, the delivery of the project activities;

- Evidence that hire or lease is not available, and/or it is more economical to purchase the asset (cost-benefit analysis); and

- What you propose to do with the asset at the project completion – for example:
    - sell the asset (note only the difference between purchase and re-sale will be eligible for reimbursement)
    - given to a not-for-profit, charitable organisation or social enterprise
    - retained by the applicant (note detail of what the equipment will be used for in the future should be provided).

11.6. Contractors and consultants

Grant funding can be used to engage consultants and contractors. The costs for engaging contractors or consultants must be commensurate with the nature and scope of the project.

Applicants requesting funding must:

- itemise services provided by the consultant or contractor in the workplan (using separate lines)
- provide a description in the relevant section of the application form including:
    - why it is essential to the project to engage a contractor/consultant
    - the name and qualifications of the preferred service provider/s
    - what services are being provided.

If an applicant's organisation, its members, or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' section of the application. In the 'contractors and consultant' section of the application, applicants must also justify why they should be considered the preferred provider of the service. This can include evidence about the competitive rate or advantage that is offered over other providers (for example, location, or prior experience).

11.7. Aboriginal Rangers, Elders and Traditional Owners

EHC Program funding can be used to support projects that contract Aboriginal Ranger groups to deliver project activities. Applicants planning to work with Aboriginal Rangers must:

- clearly outline how the services provided to the project consist of new or additional work outputs that are not funded through other means
- confirm whether or not the Aboriginal Ranger team has already secured funding to cover its employment costs:
    - if employment costs are already funded, these can be included as in-kind contributions to the project
    - if employment costs are not already funded, these can be included in the EHC Program grant request.

Applicants are encouraged to refer to the Rangers (National Parks) General Agreement 2020 (https://www.wairc.wa.gov.au/resources/agreements/?id=RAN016) which provides the award rates for Ranger employment.

EHC Program funding can be used to support Aboriginal Elders and Traditional Owners to participate in NRM events and work activities on Country that relate directly to the goals and outcomes of the EHC Program, excluding sitting fees for boards or committees.

11.8. State or Federal Government services

If you are requesting grant funds to purchase government services, then this must be fully justified. Expenses to cover salary or on-costs of Western Australian or Australian Government employees are ineligible for funding.

12. Grant reporting requirements

12.1. Monitoring, evaluation and evidence for reporting

Monitoring and evaluation activities are critical to being able to tell if your project's activities are addressing the goals of your project. The establishment of a monitoring and evaluation framework is an important first step in planning for and verifying if the project has been successful.

Monitoring your project as it progresses also provides essential evidence that the activities of the project have been successfully undertaken and is a requirement of funding. Evidence of achievement is a requirement of reporting under the EHC Program.

There are many different ways of monitoring, however, the level of monitoring should be consistent with the size and scope of the project. Consider what changes you will need to monitor during your project to show that the activities have been successful, and how you will check that the project is progressing towards the expected change, such as:

- Camera or video footage
- Interviews
- Mapping and imagery
- Photo point (fixed-point) monitoring
- Participant or volunteer registrations
- Site assessments
- Surveys or other assessments

Some important points to consider when preparing your application:

- basic monitoring activities (such as fixed-point photo monitoring, drone photography or photos and registrations) should be included in any project coordination expenses
- purchase of equipment for monitoring (such as cameras) may be considered for funding.

Please refer to the Photo Point Monitoring links below for more information on how to set up a fixed-point photo monitoring system.

Northern Agricultural Catchments Council: https://www.nacc.com.au/photomon/

NRM South, Tasmania: http://www.nrmsouth.org.au/wp-content/uploads/2014/08/Photo-Monitoring-Fact-Sheet-NRM-South.pdf

12.2. Progress Reports

Grant recipients must provide regular progress report outlining:

- Achievements and deliverables completed within the reporting period (against what was identified in the application)

- Evidence demonstrating the completed project achievements against the deliverables identified in the project application, for example photograph point monitoring of on-ground works

- Actual expenditure reported against the approved amount

- Percentage/progress of activities completed

- Project timeframes, milestones, start and finish dates

- Any variances in activities, cost, or time.

12.3. Final Progress and Acquittal Report

Grant recipients must provide a final progress and financial acquittal report within three months of project completion (Final Progress and Acquittal Report).

A Final Progress and Acquittal Report must be certified by the grant recipient's Chief Executive Officer (or an equivalent delegate) and include:

- Final progress report including an outline of achievement and deliverables against what was identified in the project application

- A full financial acquittal of all funding received:

  o for grants equal to or less than $50,000, the financial acquittal must be assessed and verified by an independent qualified bookkeeper or accountant; or

  o for grants of more than $50,001, the financial acquittal must be assessed and verified by an independent qualified Auditor, and the Audit Report provided.

- Final progress and acquittal report audit and compliance costs are eligible for grant funding and may be considered a part of the operational expenses request.

- Evidence demonstrating the completed project achievements against the deliverables identified in the project application, such as photo point monitoring of on-ground works including fencing, revegetation and weed control.

13.Grant funding agreements

In order to receive funds, successful applicants must agree to a legally binding funding agreement with the State (represented by DPIRD) which sets out the requirements and conditions under which the funding is provided, including approved activities and measures, timeframes for completion/milestones, how funds can be spent, accountability and acquittal processes, funding schedule, reporting requirements and acknowledgement of government funding.

A payment schedule will be negotiated with recipients, and payments will be dependent on the successful completion of the reporting requirements.

14. Appendix A: Eligible project activities information

Examples of eligible project activities include (but are not limited to):

- monitoring, protection and conservation of endangered or threatened species that are likely to have been impacted as a direct result of Ex-TC Ellie

- monitoring, management and control of animal pests and weeds that are now present, or likely to be present as a direct result of Ex-TC Ellie

- events, visits or cultural camps that allow Traditional Owners whose Country was directly impacted by Ex-TC Ellie to reconnect with Country, assess damage to cultural sites, and fulfill cultural responsibilities relating to sites that may have been/were impacted by the floods

- clean-up and reinstatement of cultural heritage sites and assets that were directly impacted by Ex-TC Ellie

- restoration and protection of the riparian zone that was impacted by Ex-TC Ellie, including bank stabilisation, erosion mitigation works, fencing, and vegetation restoration.

14.1. Expectations and limitations of specific activities

Data collection and resource condition assessment

Activities that collect data through monitoring or assessment should clearly show:

- how this data will be used to determine or improve the condition of an area or species (such as informing a new conservation action plan)

- how the data will add to existing knowledge

- how the data will be collected, stored, managed, and shared.

Fencing

Various fencing activities may be considered for funding, taking into consideration the following:

- fencing costs which are able to be funded by another source (such as insurance, other DRFA relief programs) are ineligible

- fencing must be related to flood impacts, have a clear link to program goals, and strong environmental outcomes (such as to protect an area of significant environmental or cultural value)

- fencing that occurs along a watercourse should have a minimum 30m buffer from the high-water mark

- funds may be used to employ a contractor to construct fences; however, justification must be provided

- landholders must commit to providing ongoing maintenance of EHC Program funded fencing

- to justify the fencing expense, within the workplan, describe what kind of fence you are intending to install and what its purpose is.

Infrastructure

Infrastructure activities may be funded if they relate directly to:

- restoration and protection of the riparian zone that was impacted by Ex-TC Ellie, including bank stabilisation, erosion mitigation works

- clean-up and reinstatement of cultural heritage sites and assets that were directly impacted by Ex-TC Ellie.

Infrastructure considered to be the responsibility of landholders or funded by another source (e.g., insurance, other DRFA relief programs) will not be funded, such as road construction and maintenance, directional signage, or car park construction and resurfacing.

Requests for the construction of deep drains or earthworks to alter to the natural flow of water will not be considered without accompanying approvals from the Soils Commissioner.

Invasive species (pest plants, feral animals, and plant diseases)

Permission to work on public lands must be demonstrated.

Consultation with your local Recognised Biosecurity Group (RBG) is essential, if there is one in your area, to understand how the project will complement or extend the activities already being undertaken by the RBG.

If the applicant is an RBG, you will need to clearly articulate how this funding builds on 'business as usual', and what value it adds to your current program.

Pest Plants (weeds)

More information on pest plants can be found at:

- Weeds of National Significance (WoNS). The latest list of WoNS is available at https://weeds.org.au/weeds-profiles/.

- Declared Plants of Western Australia. The latest list of declared plants can be found at https://www.agric.wa.gov.au/pests-weeds-diseases/weeds/declared-plants.

Feral Animals

Control of feral animal species will be considered, noting that:

- applications must demonstrate appropriate animal welfare consideration and evidence of understanding for what is required

- using animals for scientific purposes requires a licence issued under the provisions of the *Animal Welfare Act 2002* (WA), and administered by DPIRD, with updated information provided at https://www.agric.wa.gov.au/animalwelfare/using-animals-scientific-purposes

- animal ethics approval is not required to use Felixer grooming traps in toxic mode when used for feral cat management purposes; more information on Felixer grooming traps for feral cat control is available at https://wafcwg.org.au/information/felixer-grooming-traps/

- use of Eradicat ® must be approved by the Department of Biodiversity, Conservation and Attractions (DBCA) Feral Cat Technical Committee; contact ecosystemhealth@dbca.wa.gov.au for more information and the application

criteria; more information is available at
https://wafcwg.org.au/information/baiting/

- applications should demonstrate that by implementing control, the situation won't be made worse (mesopredator release). For example, controlling foxes may allow the feral cat population to increase and do more damage to native species than leaving the foxes in the landscape where they are also controlling the feral cat population

- applications should provide data for both predators and prey, if possible.

Revegetation

Various revegetation activities will be considered for funding, noting that:

- funds cannot be requested to pay landholders (including grant recipients) for site preparation or planting; this is considered an in-kind co-contribution towards the project

- funds can be requested to employ a contractor for site preparation and planting if the group or landholder is unable to undertake these tasks, but this request must be fully justified

- local provenance or endemic species are preferred where possible; native non-fodder species are required

- revegetation efforts should aim for multi-storey plantings; or combining planting with direct seeding to maximise soil cover

- seedlings should be tubestock; large plants are not considered value for money

- sites must be prepared prior to planting, including weed control if necessary

- seedling protection (such as tree guards or fencing) is recommended, and explanation should be provided if not undertaken

- revegetation must be fenced to exclude stock where relevant for a minimum of 5 years

- seed collection must be carried out by a fully licensed collector in accordance with the *Biodiversity Conservation Act 2016* (WA) and *Biodiversity Conservation Regulations 2018* (WA)

- watering is considered an in-kind contribution.