

Voluntary Conservation Program Grant Guidelines and Terms and Conditions



When do applications open and close?

Grant applications open at 9:00am Sunday 1 September 2019 and close at midnight Monday 30 September 2019. Projects must be completed, and acquittal documentation submitted online by midnight **Monday 1 June 2020**.

Who can apply?

Landholders who are current members of Moreton Bay Regional Council's (MBRC) Voluntary Conservation Program (VCP) including Voluntary Conservation Agreements (VCA), Land for Wildlife (LFW), and Backyards for Wildlife (BFW).

How do I apply?

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

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

How much can I apply for?

Individual grants are available up to a maximum of: \$2500 for VCA property; \$750 for LFW property; and \$500 for BFW property.

How will my application be assessed?

Your application will be assessed against the following criteria:

- Aligns with a target area as outlined in question 2 of the application;
- Provides a benefit to the local environment and/or region;
- Project aims and activities are **clearly** defined;
- Budget for the project is thorough and complete, with quotes provided (where required);
- High level of landholder contribution (e.g. labour, equipment use); and
- Project includes ongoing maintenance.
- Where items total cost is greater than \$200.00, a quote is always required.

Examples of eligible activities:

- Restore and enhance environmental corridors. Environmental corridors are functionally connected areas supporting animal and plant movement, dispersal and refuge. Activities to restore or enhance corridors may include:
 - The purchase of endemic plants and/or seed;
 - The purchase of planting material including mulch, soil, fertiliser, regeneration/seed matting, planting aids and plant guards;

- Equipment hire; and
- Labour costs for contractors.
- Restore, protect or create habitat for threatened species listed under the *Nature Conservation Act 1992* or *Environment Protection and Biodiversity Conservation Act 1999*. Conservation activities may include:
 - Planting of specific food or host plants for threatened species
 - Management of a threatening process to protect threatened species
 - Fencing to protect species habitat
- To generate a report to identify species that have been recorded within your area and their conservation status, visit <https://environment.ehp.qld.gov.au/report-request/species-list/>;
- Environmental weed management including purchase of herbicide, weed suppression matting, equipment hire and labour costs;
- Soil conservation works, sediment and erosion control including the purchase of erosion control matting, sediment fencing, equipment hire, labour costs or fencing off waterways to prevent stock access;
- Establish off-stream watering points including the purchase of pumps, pipe, troughs, equipment hire and labour costs;
- Management of pest species to be in accordance with the Biosecurity Act 2014 (<https://www.daf.qld.gov.au/biosecurity/about-biosecurity/biosecurity-act-2014>). Activities may include fencing to exclude pest animals;
- Fire management activities including the preparation of a fire management plan, labours cost for a planned burn or fire break maintenance and equipment hire; and
- Fencing to protect significant vegetation and/or exclude pest animals, including purchase of wire, strainer posts, split posts, steel pickets, gates, equipment hire, and labour costs. Please note, barbed wire for fencing will not be supported as part of these grants.

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

- Caboolture Region Environment Education Centre (CREEC), 150 Rowley Road, Burpengary
Open: Monday, Wednesday and Friday 7am to 3pm
Phone: 3888 8751;
- Kumbartcho Nursery, 15 Bunya Pine Court, Eatons Hill
Open: Tuesday to Friday 9am to 3pm, and Saturday, Sunday 8am to 12pm
Phone: 3264 3953;
- Friends of Lagoon Creek, Pettigrew Street, East Caboolture
Open Wednesday 9am to 12pm
Phone: 0404 594 497;
- Bribie Island Community Nursery, 208 First Avenue, Bongaree
Open: Monday to Friday 8:00am to 11:00am
Phone: 3410 0088; or
- Redcliffe Botanic Gardens Community Nursery, Henzell Street, Redcliffe
Open: Tuesday 9:00am to 12 noon and Saturday 8:00am to 10:00 am.

If you are unable to access one of the community nurseries listed above, please contact an Environment Officer - Conservation on 07 3205 0555 to discuss.

Examples of ineligible activities:

- Activities and costs that are associated with a previous project or monies spent;
- Activities that are required by law or which are normally landholder responsibility; such as boundary fencing that falls within a landholder's normal responsibility;
- Non-fixed, portable equipment purchases including tools and machinery;
- Depreciation of assets;
- Purchase, hire or leasing of computer hardware or software, or vehicles;
- Day to day operating costs to deliver the project (e.g. rent, power, cleaning, telephones);
- Consumables (e.g. fuel, oil, batteries);
- Incidental expenses and personal items;
- Long-term, ongoing or routine maintenance costs;
- Insurance costs;
- Salaries and wages;
- Works that contravene any local, state or commonwealth legislation or policy; and
- Works that are not on private land.

NOTE: These grants do not support the purchase of assets (except fixed assets such as fencing or watering points). Such unsupported assets include; mowers, brush-cutters, whipper-snippers, hand tools, etc. However, these grants will support funding towards the hiring of such assets.

What happens next?

- Assessments will take up to 20 working days. Landholders will be notified of the outcome (successful or unsuccessful) via email and funding will be provided accordingly.
- Council may conduct on-site assessments, if required, before the project commences, during the project, and upon completion of the project.

Change of Scope

To ensure all projects are completed in a timely manner and acquittals are submitted on time, we allow applicants the ability to alter or change their projects up until **1 March 2020**. If it is deemed impractical to complete the original project or due to unforeseen circumstances you may be eligible to apply for a change of scope.

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

- The applicant will be required to fill out a change of scope application form in Smarty Grants. Individuals will be granted access to this form as required after consulting with an Environment Officer.
- Reasons a change of scope may be applicable include:
 - Site conditions have been unfavorable for an extended period, e.g. excessive rain or dry;
 - Personal injury that limits ability to complete works; or
 - Loss in the family.
- Reasons a change of scope may not be approved:
 - Poor time management;
 - Funds were spent on unapproved items or activities; or
 - If the new project does not meet the mandatory eligibility criteria for the VCP grants
- Change of scopes will utilise the original financial allocation. Council will not award additional funds for the new project and any change in scope will utilize pre-approved funds.
- The change of scope form requires the same detail as the original grant application form. i.e. quotes for items over \$200.00, diagrams/maps, photos, etc.
- Assessments will take up to 10 working days. Landholders will be notified of the outcome (successful or unsuccessful) via email.
- Council may conduct on-site assessments, if required, before the new project commences, during the project, and upon completion of the project.

Project completion and acquittals

Projects must be completed, and acquittal documentation submitted online through the Smarty Grants acquittal form by midnight **Monday 1 June 2020**.

Please note

- When quotes are required, it is expected that the materials or supplier quoted is the same used to complete the project for the outlined price.
- When seeking a quote or before making a purchase of an item utilizing Council funds, ensure that the vendor can produce an adequate receipt or invoice. These are required for all items in the Acquittal process and can be difficult to procure months after purchase.
 - Invoices are required for all quoted works or materials and will not be accepted as complete if invoices are not supplied.

NOTES ON COMPLETING APPLICATION FORM

Applicant details

Please provide your contact information and property details.

Project description

Question 1 Provide a title for your project.

Question 2 A list of project target areas have been developed to compliment projects Council are delivering within the region. Select one (or more) of the targets provided that best describe your project focus. If your project does not focus on any of the targets, select "None, my project does not focus on any of the target areas".

Note: "Upper catchments" refer to properties above 250 meters above sea level.

Question 3 Select one (or more) of the options provided to describe how your project will benefit the surrounding environment. Provide additional benefits in 'other' if your project delivers other benefits to the environment that are not listed.

Question 4 In column 1, provide a short description of your project aim. In column 2, provide a detailed explanation of what activities you will complete to achieve this aim.

Applicants should align this answer with Question 2 (project targets) as shown in the example below.

E.g.	What are the main aims of your project? Restore koala (threatened species) habitat	What activities will you need to complete to achieve your project aim? Remove approximately 50m ² of lantana (environmental weed) by cut and paste.
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Project budget

Question 5 Budget table

Column A	In separate rows, list all the items required to complete your project and how the cost will be budgeted. It is important to include items that you will contribute to the project that you own (e.g. brush-cutter, personal labour and machinery). This information is essential for council to determine the scope of the project and whether the project is realistic.
Column B	Provide the dollar amount that you as the landholder will contribute.
Column C	Provide the dollar amount requested from council for any given item.
Column D	Provide the total cost for each item. Where an item is over \$200 a quote must be provided. NOTE: The amount in column D should <u>total</u> the amounts detailed in columns B and C.
Column E	Detail what you will contribute to the project in labour, time and use of personal equipment, this is your 'in-kind' contribution. In-kind contributions are separate to the amount being contributed by council and cannot be reimbursed. Inclusion of this information helps us to understand the scope of the project. Use the following figures to calculate the value of your in-kind contributions: <ul style="list-style-type: none">• Labour can be calculated at \$30 per person/per hour.• Use of your own machinery/equipment can be calculated as follows:<ul style="list-style-type: none">○ Tractors and heavy/large machinery - \$50/machine/hour;○ Spray rigs and similar - \$40/machine/hour; and○ Small machinery (including brush-cutters/chainsaws) - \$30/machine/day.

NOTE: If equipment hire or contractor labour is to be used it must be directly relevant to the project, and provide an efficient and cost-effective means of delivering the required outcome. Please note, in-kind contributions are weighted higher than contractor hire.

Question 6 Provide any supporting information, including quotes for items over \$200 in value.

Project area and supporting information

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

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

Question 8 Attach a photographs of the project area or other supporting information if available.

Ongoing project maintenance

Question 9 Provide details of any maintenance activities. Follow-up work is not funded by these grants, however; carrying out follow up activities displays commitment and will support your application. Maintenance may include continued weed control, ongoing monitoring of erosion works (including after rain events) or the watering regime of a new planting.

Grant recipient's agreement

Please read and accept the agreement. Failure to accept this agreement will disqualify you from this grant application round.

Withholding tax exemption/declaration

This declaration is required by the Australian Tax Office. If the applicant is an individual and the grant is for a project on your privately-owned property, please tick the first box "I am an individual and the payment is wholly of a private or domestic nature" and leave the other boxes blank.

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

Bank account details

Bank account details are required as all funds will be transferred via electronic transfer to the named recipient which must be the grant applicant. No cheques or other methods of payment will be offered to successful applicants.

Further information

An Environment Officer - Conservation will be available for project discussions and application assistance at the following locations and times:

Date	Time	Location
Thursday, 12 September 2019	9:00 am – 11:00 am	Kumbartcho Sanctuary, Bunya Pine Court, Eatons Hill
Thursday, 12 September 2019	1:00 pm – 3:00 pm	Caboolture Regional Environment Education Centre (CREEC), 150 Rowley Road, Burpengary
Thursday, 19 September 2019	9:00 am – 11:00 am	Kumbartcho Sanctuary, Bunya Pine Court, Eatons Hill
Thursday, 19 September 2019	1:00 pm – 3:00 pm	Caboolture Regional Environment Education Centre (CREEC), 150 Rowley Road, Burpengary

Appointments are not required.

If you cannot attend any of these sessions, or have additional questions regarding the application process, the grant program or filling out the application form please contact an Environment Officer - Conservation on (07) 3205 0555.