Our Healthy Environments Grants Program

Resource Kit

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Introduction

City of Moreton Bay's Our Healthy Environments Grants Program is funded through the City Environment Separate Charge, which enables Council to deliver a range of regionally beneficial environmental preservation and enhancement initiatives. These include the acquisition and protection of environmentally significant land, restoration and conservation projects, and supporting community-led efforts to protect and enhance environmental assets, particularly native fauna and flora.

The Our Healthy Environment's Grants program provides financial assistance to community organisations to deliver projects that contribute towards City of Moreton Bay's **strategic priorities**, including:

'**Our Healthy Environments' Goal**, as detailed in our Corporate Plan 2022-2027:

> *By 2033, our Moreton Bay will be renowned for its healthy natural and built environments that enhance our identity, support biodiversity and our sustainable lifestyles.*

Key outcomes, as detailed in our Environment & Sustainability Strategy 2042:

> *Biodiversity and Habitats: Our special natural areas and wildlife habitats are connected, protected, and enhanced.*
>
> *Coasts and Waterways: Our coasts and waterway catchments are used sustainably, and environmental values are protected and enhanced.*

The program provides grants (up to $50,000) for community organisations that are seeking to deliver projects that contribute to our strategic priorities, while achieving any one or more of the following **program aims**:

- Facilitate urban greening.
- Connect, protect and enhance ecological linkages and wildlife habitats.
- Sustain conservation-significant flora or fauna species across the landscape.
- Improve catchment health.
- Support Traditional Custodian organisations to maintain and enhance biodiversity through traditional knowledge and practices.[1]
- Build community knowledge, awareness and capacity, and improve biodiversity data.
- Address biodiversity knowledge gaps.

Project priorities are those that:

- Are undertaken on public or private land in key parts of our conservation network (e.g. core areas, stepping-stone habitat, ecological corridors, restoration areas).
- Enhance urban biodiversity.
- Improve ecological connectivity (e.g. restore ecological corridors, remediate barriers to fish passage).
- Improve stewardship of biodiversity values and catchment health (e.g. recover conservation-significant species and habitats, or restore waterway, wetland and coastal environments).
- Manage threatening processes (e.g. invasive species, soil erosion and sedimentation, altered fire regimes, stock access to riparian areas).
- Build community networks to foster participation in biodiversity conservation and citizen science initiatives.
- Support community nurseries in City of Moreton Bay and use locally native plants (see moretonbay.qld.gov.au/Services/Environment/Community-Nurseries).

[1] *Only Traditional Custodian-led community groups can apply for grant funding for projects and/or activities relating to building Country-centred biodiversity capacity, connection to Country and eliciting traditional ecological knowledge.*

- Protect and connect biodiversity values through the establishment of formal conservation mechanisms including Conserved Areas (under the National Other Effective area-based Conservation Measures Framework), designated Protected Areas (e.g. National Parks, Conservation Parks, Nature Refuges) or private land stewardship initiatives such as Voluntary Conservation Agreements and Land for Wildlife.
- Improve biodiversity data which contributes to datasets such as QWildlife, WildNet, iNaturalist Australia (e.g. strategic assessments of conservation-significant species, BioBlitzes).
- Support recognised Traditional Custodian Groups representing Jinibara, Kabi Kabi and Turrbal peoples, in delivering Country-centric biodiversity initiatives.
- Address biodiversity knowledge gaps to improve our understanding of conservation requirements, including, but not limited to recovery requirements for conservation-significant species and ecosystems; environmental characteristics for identifying climate refugia and species migration and adaptation pathways; and biodiversity responses to climate change.

Purpose of the Resource Kit

City of Moreton Bay recognises that the information requirements for grant applications can sometimes be onerous for volunteers and community organisations.

This Resource Kit has been developed to provide further guidance on the application process and planning your project. It also lists some additional resources that may be useful in developing your project ideas, answers frequently asked questions about the program, and provides contacts for further information.

If you are looking for more inspiration on how to align your project with City of Moreton Bay's strategic priorities, the program aims, and project priorities, a series of project concepts are also attached.

Application Process

The application process is coordinated by City of Moreton Bay's Community Grants and Partnerships team with the support of Program Delivery Partners, including the Environment & Sustainability Policy and Planning and Environmental Services departments.

#	**Program Stage**	**Indicative Milestone**
1	Launch Grant Round *Information will be released on City of Moreton Bay's website, including Guidelines, Resource Kit, and Application Form preview.*	November
2	Applications Open *Applications can be submitted via SmartyGrants once applications open.*	1 December
3	Applications Close *An acknowledgement will be provided to applicants upon receipt of application.*	28 February
4	Application Assessment *Applications will be assessed for eligibility (expenditure and organisational criteria) and merit (project assessment criteria) included in the Our Healthy Environments Grants Guidelines.*	March-April
5	Applicants Notified *All applicants will be notified of the result of their application.*	May
6	Projects Commence *Projects can commence once the funding agreement is signed by both parties. It is advised that applicants review the Acquittal Report template in SmartyGrants at this stage to guide reporting.*	1 June
7	Project Check-Ins *City of Moreton Bay will arrange to meet with grant recipients prior to the project commencement, mid-project, and project close meeting to provide guidance and ensure that the project proceeds in accordance with the funding agreement.*	June, November, May
8	Project Close *Projects must be completed within 12 months from 1 June.*	1 June
9	Project Acquittal *A project acquittal report must be submitted no later than four weeks after project completion.*	30 June

Planning Your Project

When planning your project, it is important to understand the types of projects that the program funds and to ensure your project aligns with City of Moreton Bay's strategic priorities, program aims, and project priorities.

City of Moreton Bay can provide technical advice to support the preparation of your application, including how to develop your project and respond to the application, including your:

- Project details, project plan and site plan
- Project promotion and communication plan
- Project maintenance and monitoring
- Project assessment and assessment criteria
- Risk management and risk register
- Project budget
- Project approvals and consent.

Project details, project plan, and site plan

The development of key project details and a project plan are important aspects of planning your project.

Project details like the project name, description, location and capacity building activities are key to telling your project story at a glance.

Your project plan provides a place to bring your ideas together and outline your project objectives, stages, schedule, tasks, and deliverables, to guide the implementation of your project. It is also a useful tool for tracking progress towards project goals and managing constraints like time, cost, risk, and communication.

Once your application is approved, a more detailed project plan can be developed to capture more details as they are confirmed.

Below is an example of project details and a basic project plan.

How are you **building community capacity** long term?

Where are your activities located and are they on **public or private land**?

What is the main **activity** to be undertaken?

What is the main **outcome** being sought?

Who are the main **stakeholders**?

How are you **building community capacity** long term?

A clear and concise **outline** of the **who, what, where, and how**?

Project Details	
Project Name	**Urban Greening for Naturehoods – Setting Local Communities up for Stewardship of Urban Biodiversity**
Project Description	Engaging local communities to foster biodiversity stewardship and building the capacity of residents to enhance urban biodiversity by putting nature back into nature strips and working together to improve their streetscapes
Project Location	Within an unvegetated area of an identified ecological corridor and an area of interest for urban tree cover with a high urban heat island intensity ranking; site plan to be provided once the location of 30 x biodiverse verge gardens to be established (on public land managed by residents) have been confirmed during consultation stage
Capacity Building	A workshop will provide participating residents with the skills and knowledge required for planning, preparation and planting a biodiverse verge garden and they will be encouraged to join online biodiversity community to support long-term stewardship and engagement

Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve local community capacity and participation in urban greening **2 — Improve urban biodiversity and wildlife habitat connectivity** **3 — Reduce urban heat island effects**	Planning and approvals	Jun-Sep 26	• Liaise with Council on approvals/consents and verge garden requirements and guidance material and mapping to refine and identify project location • Prepare a detailed project plan, budget, risk register, and communication plan	• Evidence of approvals/consents • Resources • Detailed project plan, budget, risk register, and communication plan
	Consultation	Oct 26-Jun 27	• Promote the project to generate community interest • Liaise with residents and volunteers and confirm involvement in delivery of the target of 30 biodiverse verge gardens to be established, including establishment and ongoing maintenance requirements • Workshop for residents on detailed designs • Coordinate project meetings with project team, residents, volunteers and Council	• Call to action poster and social media posts • Participant list and site plan • Workshop summary report • Project meeting minutes
	On-ground activities	Dec 26-Mar 27	• Notify adjacent landholders and Council of project activities • Safety induction for volunteers and landholders • Finalise detailed designs • Procure equipment hire and materials • Site preparation and establishment (soil preparation, weeding, planting, mulching, fertilising, watering) • Site maintenance (watering, weeding, replacement planting, pruning) • Site and project monitoring (develop and measure key metrics)	• Coreflute project signage • Completed safety induction checklist • Detailed designs • Equipment hire and materials receipts • Work completion report • Maintenance schedule • Monitoring report
	Reporting	Apr-Jun 27	• Naturehood workshop to communicate project outcomes with stakeholders and connect them with an online urban biodiversity community for ongoing support • Promote the project outcomes to generate interest in another priority area of interest • Create a short video/s to tell the project story for future projects in other locations • Acquittal reporting	• Workshop summary report • Social media posts • Project story video • Acquittal report

A site plan is a useful tool for projects that include on-ground activities, once they have been confirmed. It should spatially define the agreed scope of works, like where different activities will take place and important logistical information, like site entry and parking. Site plans can be used to communicate with project stakeholders, and to report on the outcomes for your project, where relevant. City of Moreton Bay can utilise the information on your site plan to capture useful data for monitoring and reporting the outcomes of the program and their contribution to biodiversity conservation.

Below is an example of a basic site plan. Please note that a site plan of your project area is a mandatory requirement for your application if it includes on-ground works.



Take a **screenshot** of your project site using a **satellite layer** available in a free web-based map service (e.g., https://www.google.com/maps) to form the base layer of your site plan. The default layer is useful for identifying property boundaries.

Highlight the **property boundary/ies**.

Include **adjacent features**.

Highlight **activity zones**.

Project promotion and communication plan

Identifying the collateral you will develop to promote your project is another important part of project planning. A communication plan is a great tool for outlining how information will be shared to achieve your project goals. It can be continually assessed throughout your project and your communication refined as your target audiences respond. It is also important to keep a log of consultations and feedback received from stakeholders.

Below is an example of a basic communication plan.

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning and approvals	Jun-Sep 26	• Media release, social media and website posts	• Launch project • Approval from City of Moreton Bay • Acknowledge City of Moreton Bay grant and project stakeholders	• Local communities in areas of interest • Individual residents • Online urban biodiversity communities
Consultation	Oct 26-Jun 27	• Media release, social media and website posts	• Call to action to get involved in the project and join events • Promote training, capacity building, and recognition opportunities • Promote project benefits	• Volunteers • Individual residents • Traditional Custodians • Online urban biodiversity communities
On-ground activities	Dec 26-Mar 27	• Signage, social media and website	• Notify neighbouring properties	• Volunteers • Individual residents

		posts	• Develop stakeholder partnerships and promote project sites and activities	• Neighbouring properties • Online urban biodiversity communities
Reporting	Apr-Jun 27	• Media release, social media and website posts, radio interview	• Report on project activities per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders • Call to action for other areas of interest for future projects • Ongoing online engagement and support	• Local communities in areas of interest • Individual residents • Volunteers • Traditional Custodians • Online urban biodiversity communities

Project maintenance

In order for City of Moreton Bay to have certainty that grant projects will continue to be successful beyond the life of the grant funding, you will be required to identify plans for any ongoing site maintenance requirements beyond your project end date. This includes a list of activities, the maintenance schedule, any maintenance costs, and who will be responsible for the maintenance.

Below is an example of a basic ongoing site maintenance plan.

Ongoing Maintenance Plan			
Annual Maintenance Activities	**Annual Schedule**	**Annual Costs**	**Responsibilities**
Weed treatment (hand removal or spot spraying)	Monthly	Up to $20 / biodiverse verge garden	Individual residents
Plant trimming to maintain compliant height of 750mm	Monthly	NA	Individual residents
Replace dead plants and further infill planting (tube stock)	Ongoing as required	Up to $30 / biodiverse verge garden	Individual residents
Watering during dry periods	Biannually	NA	Individual residents

Project monitoring

There are several metrics that you can use to measure the contribution of your project to connecting, protecting and enhancing our healthy environments in City of Moreton Bay.

Examples of our healthy environments metrics include:

- Extent of reference vegetation community/ies (regional ecosystem/s) enhanced or restored (hectares)
- Extent of ecological corridor enhanced or restored (hectares)
- Extent of priority species habitat enhanced or restored (hectares)
- Extent of poorly conserved habitat enhanced or restored (hectares)
- Extent of waterway, wetland or coastal environment enhanced or restored (hectares)
- Extent of urban greening (hectares)
- Extent of Protected Area (designated National Park, Conservation Park, or Nature Refuge) enhanced or established (hectares)
- Extent of Conserved Area (recognised covenant, contract or agreement) enhanced or established (hectares).

As well as measuring the contribution of your project to our healthy environments, you will be required to report on a range of other success measures through the program's acquittal process. These measures enable you to

demonstrate the degree to which your project achieved its objectives. It is important to consider these metrics when planning your project.

Examples of project metrics include:

- Number of locally native plants and species established
- Number of dead plants and species replaced
- Number of volunteers engaged
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

It is also important to think about monitoring biodiversity during the life of your project and how you will share biodiversity data that is generated from your project. For projects involving on-ground activities, photos can be taken of the site, at regular locations and intervals. Any native animals observed can be reported. Platforms like iNaturalist and Atlas of Living Australia (ALA) facilitate open sharing and validation of community biodiversity data.

Project assessment and assessment criteria

In preparing your grant application it is important to consider how your project meets the assessment criteria for Our Healthy Environments Grants, including:

- **Need** – Outline the environmental need that your project responds to and how is it addressed. Consider if and how your project aligns with City of Moreton Bay's **strategic priorities**, the **program aims** and at least one of the **project priorities**.
- **Benefit** – Outline how City of Moreton Bay residents will benefit from your project and how will it contribute to Our Healthy Environments. Consider the community capacity building and/or awareness raising advantages your project has, the positive outcomes the project delivers for the environment, and if your application provides evidence of consultation and community partnerships.
- **Value for Money** – Outline how your project provides value in terms of keeping costs at a reasonable level (provide evidence of quotes or price points), ensuring expenditure items are relevant to your project, that you are utilising local suppliers where possible, and plans to assure financial sustainability in the longer term (outline any additional grants, community capacity building, stakeholder partnerships and/or site maintenance).
- **Capacity** – Provide examples of proven experience (projects, skills and resources) delivering similar projects in or beyond City of Moreton Bay (include in Supporting Documents). Confirm that fit-for-purpose project planning has been done which will be further refined if the application is approved and as the project progresses (include in Supporting Documents). Consider confirming your ability to attend project meetings and respond to City of Moreton Bay requirements, per your Project Plan, or as needed (include in Supporting Documents).

Refer to the program guidelines.

Risk management and risk register

Understanding project risks is another important aspect of planning your project. A risk register is a critical tool for identifying, assessing, and managing potential risks for your project. It provides a central location to list risks and their potential impacts, likelihood, mitigation plans, and responsible owners, to enable the proactive management of risk, and improved decision making. It is important to consider the project, safety and biosecurity risks that may be relevant to your project and assess the likelihood and consequences from them.

Assess the likelihood and consequences from the hazards or risks

LIKELIHOOD	CONSEQUENCES: Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain – It is expected to occur most times	16 Med	10 High	6 Ext	3 Ext	1 Ext
Likely – Will probably occur most times	19 Med	14 High	9 High	5 Ext	2 Ext
Moderate – Might occur some time	22 Low	18 Med	13 High	8 Ext	4 Ext
Unlikely – Could occur at some time	24 Low	21 Low	17 Med	12 High	7 Ext
Rare/Impossible – May occur in rare circumstances	25 Low	23 Low	20 Med	15 High	11 High

Ranking	Risk	Tolerability
1-8	**Extreme** - Extreme risk, immediate action required	Intolerable
9-15	**High** - High risk, prioritised action required	Intolerable
16-20	**Medium** - Moderate risk, planned action required	Reduce
21-25	**Low** - Low risk, action by routine procedures	Acceptable

Below is an example of a basic risk register.

What are the main **project, safety and biosecurity risks?** | What is the **likelihood** of that risk occurring and the **consequences** if it did? | How will the risk be **mitigated or managed**? | Who is **accountable** for managing the risk?

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	Project Manager
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including snakebites	7 Extreme	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safe practices of residents, volunteers and contractors	Project Manager

		consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager
Biosecurity including difficulty removing and disposing of invasive weeds effectively and efficiently	14 High	• Engage a contractor to undertake prioritised activities that have this degree of difficulty	Project Manager

Project budget

A clear project budget is required as part of your application. Quantify all income sources, including the grant amount being requested, and other sources like other grants, fund raising, or in-kind support and whether they are confirmed. Quantify expenditure, including an item description, costs, and supplier names. Quotes or evidence of price points should be provided (include in the budget or Supporting Documents). Your expenditure should also indicate the portion of each item that will be covered by the grant.

A useful GST calculator is available at GST calculator - Moneysmart.gov.au. Further info on what in-kind support is, refer to Community Business Partnerships - Ways to Give In-Kind Support in a Partnership - ourcommunity.com.au. A useful volunteer costing calculator is available at https://www.volunteering.com.au/resources-tools/cost-of-volunteering-calculator/.

Project approvals and consent

Statutory approvals may be required prior to commencement of any proposed works or project activities (e.g., animal ethics, regulated works, planning scheme). Evidence of approvals, approvals in progress, or pre-lodgement advice, preliminary/in-principal approvals should be provided with your application. However, no evidence of City of Moreton Bay approval for activities on land owned by City of Moreton Bay is required, as this will be able to be addressed as part of considering your application.

Consent from other landowners will be required prior to commencement of your project. Evidence of consent, consent in progress, or preliminary/in-principal consent from the landowner, where activities are proposed on privately owned land or land owned by the state (even if City of Moreton Bay manages the site under a trusteeship) or Commonwealth government are required to ensure the proposed activities are permissible and feasible. No evidence of consent is required for activities on land owned by City of Moreton Bay as this will be able to be addressed once your application has been approved. Note adjacent landowner consent would be required in instances where a project, such as delivery of Biodiverse Verge Gardens, occurs in road reserve adjacent to privately property.

Project Concept Examples

A series of project concepts has been developed to provide examples of project ideas that align with City of Moreton Bay's strategic priorities, the program aims, and project priorities.

While all (or parts) of the proposed scope of these project concepts can be copied into your application; it is recommended that the content is adapted and expanded upon to best reflect the specifics of your proposed project.

Alignment of applications with these project concepts is not mandatory. Applicants may propose other projects that contribute to their goals and that align with City of Moreton Bay's strategic priorities, the program

aims, and project priorities. Alignment of applications with these project concepts content does not guarantee their project approval.

Each project concept outlines, where relevant:

- Project details, project plan and site plan
- Project promotion and communication plan
- Project budget.

Refer to the Appendices to view the project concepts.

Additional Resources

- City of Moreton Bay Biodiverse Verge Gardens Information
- City of Moreton Bay Corporate Plan 2022-27
- City of Moreton Bay Ecological Corridor Network Map
- City of Moreton Bay Environment and Sustainability Strategy 2042
- City of Moreton Bay Planning Scheme - Overlay Map - Environmental Offset Receiving Areas Map
- Greater Brisbane Fish Barrier Prioritisation
- Indigenous Communities: Opportunities for Native Seed Training
- Indigenous Seasonal Calendars
- IUCN Global Standards for Nature-based Solutions
- Queensland Herbarium BioCondition Assessment Manual
- Queensland Koala Conservation Information
- Queensland Koala Habitat Restoration Area Mapping
- Queensland Spatial Modelling for Koalas in South East Queensland
- National Standards for the Practice of Ecological Restoration in Australia
- Nature Design Guide
- South East Queensland Ecological Restoration Framework: Code of Practice, Manual and Guideline

Frequently Asked Questions

City of Moreton Bay has answered a range of frequently asked questions about the Our Healthy Environments Grants.

How will I know if my application has been received?

Applicants receive an acknowledgement once their application is submitted through SmartyGrants.

Can I apply for less than the amount stated in the guidelines?

Applicants can apply for any amount up to the total indicated for community groups (up to $50,000, including GST).

Do I need to include GST in my project budget?

Applicants must include GST in their project budget; the total amount available for this grant is $50,000, including GST.

Can I apply for more than one project or a combined project across two funding sources?

Applicants can apply for more than one project as separate grant applications. Additional funding may also be sought from other grants programs or sources to contribute to a project budget. This should be disclosed in the grant application. For linked projects, it is essential to explain the linkages.

Can I apply for a project that differs from the Project Concepts included in the Resource Kit?

Yes. The high-level project concept proformas seek to support applicants, by identifying a range of example projects that align with City of Moreton Bay's strategic priorities. Information can be copied from these proformas into application forms. Applications can include all or part of the scope proposed in the proformas. It is recommended that applicants adapt the proforma content used and expand upon it to best reflect the specifics of their proposed project.

Alignment of applications with these concepts is <u>not</u> mandatory - applicants are also invited to propose other projects that contribute to their goals and that align with City of Moreton Bay's strategic priorities. Alignment of applications with the proforma content does not guarantee their approval.

What do I do if my project changes after the grant is received?

Any changes or variations to the project, as described in the original application, must be approved by the Grants team prior to changes being implemented. Approval can be requested by contacting the Grants team OR completing a Variation Request Form.

What are the reporting and acquittal requirements?

An acquittal report must be submitted ***no later than four weeks after the project completion date*** *and is submitted through SmartyGrants. It is advised that applicants review this report in SmartyGrants before the project commences to ensure they are able to collect all required information during project delivery.*

Where can I get more help?

Guides to help with your grant application, help manage your grant, find funding and a range of other resources can be found on Council's website.

Further Information

For further information about Our Healthy Environments Grants, please go to City of Moreton Bay's website or contact a Grants Officer on (07) 3205 0555 or email grants@moretonbay.qld.gov.au. For technical environmental advice relating to your project or application, please contact an Environment Officer on (07) 3205 0555 or email eppmailbox@moretonbay.qld.gov.au

Appendix 1: Urban Greening for Naturehoods – Setting Local Communities up for Stewardship of Urban Biodiversity

Project details, project plan and site plan

Project Details				
Project Name	**Urban Greening for Naturehoods – Setting Local Communities up for Stewardship of Urban Biodiversity**			
Project Description	Engaging local communities to foster biodiversity stewardship and building the capacity of residents to enhance urban biodiversity by putting nature back into nature strips and working together to improve their streetscapes			
Project Location	Within an unvegetated area of an identified ecological corridor and an area of interest for urban tree cover with a high urban heat island intensity ranking; site plan to be provided once the location of 30 x biodiverse verge gardens to be established (on public land managed by residents) have been confirmed during consultation stage			
Capacity Building	A workshop will provide participating residents with the skills and knowledge required for planning, preparation and planting a biodiverse verge garden and they will be encouraged to join online biodiversity community to support long-term stewardship and engagement			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve local community capacity and participation in urban greening 2 — Improve urban biodiversity and wildlife habitat connectivity 3 — Reduce urban heat island effects	Planning and approvals	Jun-Sep 26	• Liaise with Council on approvals/consents and verge garden requirements and guidance material and mapping to refine and identify project location • Prepare a detailed project plan, budget, risk register, and communication plan	• Evidence of approvals/consents • Resources • Detailed project plan, budget, risk register, and communication plan
	Consultation	Oct 26-Jun 27	• Promote the project to generate community interest • Liaise with residents and volunteers and confirm involvement in delivery of the target of 30 biodiverse verge gardens to be established, including establishment and ongoing maintenance requirements • Workshop for residents on detailed designs • Coordinate project meetings with project team,	• Call to action poster and social media posts • Participant list and site plan • Workshop summary report • Project meeting minutes

			residents, volunteers and Council	
	On-ground activities	Dec 26-Mar 27	• Notify adjacent landholders and Council of project activities • Safety induction for volunteers and landholders • Finalise detailed designs • Procure equipment hire and materials • Site preparation and establishment (soil preparation, weeding, planting, mulching, fertilising, watering) • Site maintenance (watering, weeding, replacement planting, pruning) • Site and project monitoring (develop and measure key metrics)	• Core flute project signage • Completed safety induction checklist • Detailed designs • Equipment hire and materials receipts • Work completion report • Maintenance schedule • Monitoring report
	Reporting	Apr-Jun 27	• Naturehood workshop to communicate project outcomes with stakeholders and connect them with an online urban biodiversity community for ongoing support • Promote the project outcomes to generate interest in another priority area of interest • Create a short video/s to tell the project story for future projects in other locations • Acquittal reporting	• Workshop summary report • Social media posts • Project story video • Acquittal report

A detailed site plan will be developed once the application is approved and the project site is confirmed.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning and approvals	Jun-Sep 26	• Social media and website posts	• Launch project • Approval from City of Moreton Bay • Acknowledge City of Moreton Bay grant and project stakeholders	• Local communities in areas of interest for urban tree cover • Individual residents • Online urban biodiversity communities
Consultation	Oct 26-Jun 27	• Media release, social media and website posts	• Call to action to get involved in the project and join events • Promote training, capacity building, and recognition opportunities • Promote project benefits	• Volunteers • Individual residents • Traditional Custodians • Online urban biodiversity communities
On-ground activities	Dec 26-Mar 27	• Signage, social media and website posts	• Notify neighbouring properties • Develop stakeholder partnerships and promote project sites and activities	• Volunteers • Individual residents • Neighbouring properties • Online urban biodiversity communities
Reporting	Apr-Jun 27	• Media release, social media and website posts, radio interview	• Report on project activities per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders • Call to action for other areas of interest for urban tree cover for future projects • Ongoing online engagement and support	• Local communities in areas of interest for urban tree cover • Individual residents • Volunteers • Traditional Custodians • Online urban biodiversity communities

Project maintenance and monitoring

Ongoing Maintenance Plan			
Annual Maintenance Activities	**Annual Schedule**	**Annual Costs**	**Responsibilities**
Weed treatment (hand removal or spot spraying)	Monthly	Up to $20 / biodiverse verge garden	Individual residents
Plant trimming to maintain compliant height of 750mm	Monthly	NA	Individual residents
Replace dead plants and further infill planting (tube stock)	Ongoing as required	Up to $30 / biodiverse verge garden	Individual residents

Watering during dry periods	Biannually	NA	Individual residents

Our healthy environments metrics include:

- Type of reference vegetation community/ies (regional ecosystem/s)
- Extent of ecological corridor enhanced or restored (hectares)
- Extent of urban greening / biodiverse verge garden (hectares)

Project metrics include:

- Number of locally native plants and species established
- Number of dead plants and species replaced
- Number of residents/volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Photos will be taken of the site at regular intervals. Any native animals observed will be reported through iNaturalist to facilitate open sharing and validation of community biodiversity data.

Noting that various metrics that relate to the project plan will be monitored and reported through the project acquittal process.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	Project Manager

Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	19,195
In-kind contribution	Project management, liaison, meetings, approvals & consents, communications collateral, reporting	168,000
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (10%)	1,745	1,745
Workshop venue and equipment hire ($500/day), materials ($500), catering ($1000)	11,000	2,000
Resources (resource pack @ $25/personx30)	750	750
Plants (8m2 bed @ 40x$3/tubex30; 8x$20.00/potx30)	8,400	8,400
Mulch & delivery (0.8m3 aged forest/hoop pine @ 100mm thick @ $120/m3x30)	3,000	3,000
Top soil & delivery (0.5m3 @ 100mm thick @ $90/m3x30)	1,350	1,350
Native/low phosphorus plant fertiliser (30x$15/pack)	450	450
Herbicide ($50/packx30)	1,500	1,500
Labour & maintenance @$30/person/hrx30 planting - 5hrs watering - 1 hr/wk x 12 weeks weeding - 1 hr/wk x 12 weeks) (Additional in-kind costs not included here include gardening tools and water)Advice, guidance @	 14,400 64,800 64,800	 0 0 0

$50/person/hr x 4 hrs		
Advice, guidance, signage @ $50/person/hrx10 hrsx30	15,000	0

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
19,195	19,195	0	19,195

Appendix 2: Caring for Our Catchments - Restoring Aquatic Connectivity (Phase 1)

Project details, project plan and site plan

Project Details				
Project Name	**Caring for Our Catchments - Restoring Aquatic Connectivity (Phase 1)**			
Project Description	Involving local communities in fostering biodiversity stewardship and engaging a contractor to assess the need for, and design a concept plan to remediate a privately-owned priority barrier to fish passage			
Project Location	A priority fish barrier in the *[Insert detail]* Catchment; *[Insert site detail]*			
Capacity Building	Workshops will engage the local community to improve stewardship of their local waterway			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve local community capacity and participation in waterway restoration 2 — Enhance waterway habitat condition and reinstate freshwater and estuarine habitat connectivity for native fish populations	Fish passage assessment, options analysis, recommendations and concept plan (this stage is the subject of this grant application)	Jun 26-Jun 27 *(Jun-Nov 26: Winter to Spring low-flow fish passage assessment window; options analysis may commence following initial sampling round)* *(Dec 26-Apr 27: Summer to Autumn high-flow fish passage*	• Coordinate project meetings with project team, local residents, Traditional Custodians, Council and land owner • Liaise with stakeholders on statutory approvals/landholder consents for in-principal acceptance • Prepare a detailed project plan, budget, risk register, and communication plan • Local community engagement workshop • Procurement and delivery of fish passage assessment, options analysis, recommendations and concept plan • Acquittal reporting	• Meeting minutes • Evidence of in-principal approvals/consents • Detailed project plan, budget, risk register, and communication plan • Workshop summary report • Specification in-line with City of Moreton Bay's standard specification for fish passage remediation – phase 1. • Assessment report • Acquittal report

		assessment window; Report drafting, recommendations and concept plan development to follow final sampling round)		
	Future Stage: Development of detailed construction design and approvals (future project)	Future Stage: (Indicative Only) Jun 27-Jun 28	• Coordinate project meetings with project team, local residents, Traditional Custodians, Council and land owner • Liaise with stakeholders on final approvals/consents • Review detailed project plan, budget, risk register, and communication plan • Local community engagement workshop • Procurement and delivery of detailed design and approvals, including native title and cultural heritage	• Meeting minutes • Evidence of final approvals/consents • Revised detailed project plan, budget, risk register, and communication plan • Specification in-line with City of Moreton Bay's standard procurement policy • Detailed design • Workshop summary report
	Future Stage: Construction - Dry-season (future project)	Future Stage: (Indicative Only) May-Jun 28	• Coordinate project meetings with project team, local residents, Traditional Custodians, land owner and Council • Liaise with stakeholders on final statutory approvals/landholder consents to ensure they are current	• Meeting minutes • Evidence of current approvals/consents • Revised detailed project plan, budget, risk register, and communication plan • Specification in-line with

			• Review detailed project plan, budget, risk register, and communication plan • Procurement and delivery of construction • Coordinate project meetings with project team, local residents, Traditional Custodians, Council and land ownwer • Local community engagement workshop	City of Moreton Bay's standard procurement policy • Core flute project signage • Completed safety induction checklist • Work completion report • Maintenance schedule • Monitoring report • Workshop summary report
	Future Stage: Year 1 establishment, post-construction performance assessment and defects (future project)	Future Stage: (Indicative Only) Apr-Jun 27	• Coordinate project meetings with project team, local residents, Traditional Custodians, Council and land owner • Procurement (if separate to construction contract) and delivery of year 1 establishment, post-construction performance assessment and defects management • Local community engagement workshop • Create a short video/s to tell the project story for future projects in other locations • Acquittal reporting	• Meeting minutes • Specification in-line with City of Moreton Bay's standard procurement policy (if separate to construction contract) • Performance assessment and defects management report • Workshop summary report • Project story video • Acquittal report

A detailed site plan will be developed once the application is approved.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Fish passage assessment, options analysis, recommendations and concept plan (this stage is the subject of this grant application)	Jun 26-Jun 27	• Website post • Media release • Social media posts • Workshop	• Launch project • Approval from City of Moreton Bay • Acknowledge City of Moreton Bay grant and project stakeholders • Promote project benefits	• Local community • Adjacent residents • City of Moreton Bay residents

Project maintenance and monitoring

Ongoing maintenance will be included in future phases of the project, post-construction, which is not the subject of this grant application.

Our heathy environments metrics (pre-works monitoring):

- Number different species above and below barrier
- Total number species above and below barrier

Other metrics will be included in future phases of the project, which are not the subject of this grant application.

Project metrics include:

- Number of residents/volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Noting that various metrics that relate to the project plan will be monitored and reported through the project acquittal process.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager

Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	Project Manager
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including snakebites	7 Extreme	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safe practices of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	50,000
In-kind contribution	Project management, communications collateral	25,000
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (10%)	5,000	5,000
Project management, communications collateral	25,000	0
Phase 1 - Assessment report	45,000	45,000

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
50,000	50,000	0	50,000

Appendix 3: Wildlife Habitats – Recovering Conservation-Significant Species and Wildlife Habitat (Koalas)

Project details, project plan and site plan

Project Details				
Project Name	**Wildlife Habitats – Recovering Conservation-Significant Species and Wildlife Habitat (Koalas)**			
Project Description	Engaging local communities to foster biodiversity stewardship and building the capacity of residents to work together to improve koala conservation outcomes			
Project Location	A strategic restoration area on a private landholding within or adjacent to City of Moreton Bay's conservation network that could supports a population of koalas or other conservation-significant species *[Insert detail]*			
Capacity Building	A series of call to action events, including onsite workshops, will provide local residents with the skills and knowledge required to participate in koala conservation activities, including opportunities for ongoing engagement to support long-term stewardship of our koalas and their habitat			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve local community capacity and participation in koala conservation 2 — Enhance koala habitat condition and connectivity in a strategic restoration area 3 — Collect and share fauna data and assess wildlife abundance 4 — Encourage	Planning	Jun-Aug 26	• Liaise with key stakeholders (City of Moreton Bay, local community, landholders, Traditional Custodian and community representatives) to confirm involvement, scope out the project and develop a detailed project plan • Prepare a detailed budget, risk register, and communication plan • Plan and deliver workshop • Develop a detailed site plan to map out activities at the project location from the project concept • Consents and approvals • Promote the project to generate community interest • Launch project • Liaise with online and other community groups for long-term engagement	• Meeting minutes • Evidence of in-principal support from key stakeholders • Detailed project plan, budget, risk register, and communication plan • Media release, website and social media posts • Consultation summary report • Workshop report

ongoing community engagement through call to action events or existing programs	Monitoring	Jul-Sep 26	• Deploy innovative technology (drones/detection dogs) to determine koala presence on the site	• Koala survey report
	Construction	Sep-Nov 26	• Site preparation • Collect native seed of local provenance will be gathered from the existing koala habitat on site • Purchase tube stock from local Community Nurseries • Purchase mulch, native plant fertiliser, plant guards and stakes locally • Ecological restoration (weeding, assisted regeneration, revegetation to regional and national standards, mulching) • Coordinate volunteers and provide tools and water	• Work completion report
	Establishment	Dec 26-Feb 27	• Watering and weeding	• Work completion report • Monitoring report
	Maintenance	Mar-May 27	• Watering, weeding and monitoring • Promote the project outcomes • Create a short video/s to tell the project story for future projects and future owners	• Maintenance schedule • Media release, website and social media posts • Short video
	Project close	Jun 27	• Acquittal reporting	• Acquittal report

A detailed site plan will be developed once the application is approved and the project site is confirmed.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning	Jun-Aug 26	• Website post • Media release • Social media posts	• Liaise with key stakeholders • Confirm project location • Call to action to get involved in the project - promote project benefits, promote training, capacity building, and recognition opportunities	• Key stakeholders

			• Launch project • Acknowledge City of Moreton Bay grant and project stakeholders • Project scoping • Approval from City of Moreton Bay • Workshop	
Monitoring	Jul-Sep 26	• Social media posts	• Monitoring activities	• Key stakeholders
Construction	Sep-Nov 26	• Social media posts	• On-ground restoration activities	• Key stakeholders
Establishment	Dec 26-Feb 27	• Social media posts	• On-ground restoration activities	• Key stakeholders
Maintenance	Mar-May 27	• Website and social media posts • Short video	• Promote the project outcomes • Create a short video/s to tell the project story for future projects and future owners	• Key stakeholders
Project close	Jun 27	• Media release, website and social media posts	• Report on project activities per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders • Call to action to generate interest in ongoing stewardship • Ongoing online engagement and support	• Key stakeholders

Project maintenance and monitoring

The applicant will continue to maintain the education collateral.

A maintenance schedule will be developed for the site, and initial maintenance will be delivered as part of the project. Dependant on weather conditions, the site will require regular watering until the plants are established and weeding will be required monthly. Mulching of the planted area will assist in minimising watering and weed control requirements. Application of fertiliser appropriate for the native plants selected will be applied twice annually. Additional mulch may be required after approximately 12 months.

Our healthy environments metrics include:

- Extent of reference vegetation community/ies (regional ecosystem/s) enhanced or restored (hectares)
- Extent of priority species habitat enhanced or restored (hectares)
- Extent of poorly conserved habitat enhanced or restored (hectares)

- Extent of Conserved Area (recognised covenant, contract or agreement) enhanced (hectares).

Project metrics include:

- Number of locally native plants and species established (by species and growth form - grasses, groundcovers, shrubs, vines, trees)
- Number of dead plants and species replaced
- Number of volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Noting that various metrics that relate to the project plan will be monitored and reported through the project acquittal process.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	Project Manager
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure	Project Manager

		someone has accredited training to administer first aid on site; dial 000 in an emergency	
Safety including snakebites	7 Extreme	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safe practices of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager
Biosecurity including difficulty removing and disposing of invasive weeds effectively and efficiently	14 High	• Engage a contractor to undertake prioritised activities that have this degree of difficulty	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	48,180
In-kind contribution	Project management, labour, maintenance, advice	110,000
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (10%)	4,380	4,380
Call-to-action events - materials ($500), catering ($2000)	2,500	2,500
Herbicide/lantana removal	10,000	10,000
Innovative technology	10,000	10,000
Plants (1000plantsx$3.00/tube)	3,000	3,000
Mulch & delivery (150m3 aged forest/hoop pine @ 50mm thick @ $120/m3)	18,000	18,000
Native plant fertiliser ($50/packx6)	300	300
Labour/maintenance @ $30/person/hrx20 people: - seed collection & planting - 15 hours	9,000	0

- watering - 3 hr/wk x 24 wks - weeding - 3 hr/wk x 24 wks - wildlife presence assessments - 24 hrs	43,200 43,200 14,400	
Advice, guidance @ $50/person/hr x 4 hrs	200	0

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
48,180	48,180	0	48,180

Appendix 4: Ecological Corridors – Restoring Nature's Pathways

Project details, project plan and site plan

Project Details				
Project Name	**Ecological Corridors – Restoring Nature's Pathways**			
Project Description	Engage key stakeholders and design and deliver a landscape-scale demonstration project to restore an area within a strategic ecological corridors and showcase what success looks like, including benefits to landholders and the broader community.			
Project Location	Project location options to be scoped in the detailed application. The project will seek to restore up to 10,000m2 of an ecological corridor that is a priority for restoration.			
Capacity Building	Workshops will facilitate effective partnerships with private landholders, other levels of government, Traditional Custodians and community organisations to work together to connect, protect and enhance special natural areas, wildlife and their habitats.			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve community capacity and participation in ecological restoration 2 — Landscape-scale restoration of a strategic restoration area within City of Moreotn Bay's conservation network	Planning, engagement and site planning	Jun -Aug 26	• Liaise with key stakeholders (City of Moreton Bay, state and federal government agencies, other local governments, non-government organisations, private landholders, Traditional Custodian and community representatives, Community Nurseries) to scope out the project and develop a detailed project plan • City of Moreton Bay to provide support to contribute to a biodiversity values assessment, options analysis, recommendations and concept plan (design proposal) • Prepare a detailed budget, risk register, and communication plan • Plan workshop • Develop a detailed site plan to map out activities at the project location from the project concept • Consents and approvals • Street tree requests • Promote the project to generate community	• Meeting minutes • Evidence of in-principal support from key stakeholders • Detailed project plan, budget, risk register, and communication plan • Demonstration project design proposal including detailed site plan • Media release, website and social media posts • Consultation summary report

			interest • Liaise with online and other community groups for long-term engagement	
	Construction	Sep-Nov 26	• Source locally native plants from Community Nurseries, mulch and native plant fertiliser from a local supplier • Supply labour, tools, and water (applicant, participating landholders, and volunteers) • Site preparation, planting and mulching • Launch project • Workshop for project stakeholders and local community	• Media release, website and social media posts • Workshop report • Work completion report
	Establishment	Dec 26-Feb 27	• Watering, weeding and monitoring	• Work completion report
	Maintenance	Mar-Jun 27	• Watering, weeding and monitoring • Promote the project outcomes • Create a short video/s to tell the project story for future projects and future owners	• Maintenance schedule • Media release, website and social media posts • Short video
	Project close	Jun 27	• Acquittal reporting	• Acquittal report

A detailed site plan will be developed once the application is approved and the project location is confirmed.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning, engagement and site planning	Jun -Aug 26	• Website post • Media release • Social media posts • Workshop	• Liaise with key stakeholders • Project scoping • Approval from City of Moreton Bay • Other approvals and consents	• Key stakeholders
Construction	Sep-Nov 26	• Website post • Media release • Social media posts	• Launch project • Call to action to get involved in the project - promote project benefits, promote training, capacity building, and recognition opportunities	• Key stakeholders • Local community • Residents • Volunteers • Online and other communities

			• Acknowledge City of Moreton Bay grant and project stakeholders	for on-going engagement
Establishment	Dec 26-Feb 27	• Website post • Social media posts	• Reporting on progress	• Key stakeholders
Maintenance	Mar-Jun 27	• Website post • Social media posts	• Reporting on progress	• Key stakeholders
Project close	Jun 27	• Website post • Media release • Social media posts • Workshop	• Promote the project outcomes • Report on project activities per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders • Call to action to generate interest in ongoing stewardship • Ongoing online engagement and support	• Key stakeholders

Project maintenance and monitoring

Ongoing Maintenance Plan			
Annual Maintenance Activities	**Annual Schedule**	**Annual Costs**	**Responsibilities**
Weed treatment (hand removal or spot spraying)	Monthly	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years minimum
Replace dead plants and further infill planting (tube stock)	Ongoing as required	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years minimum
Fertilise plants	Biannual	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years minimum
Additional fertiliser	Annual	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years

			minimum
Watering during dry periods	Quarterly	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years minimum
Monitoring	Quarterly	In-kind labour @ $30/person/hr	Landholder, supported by community organisation for 3-years minimum

The project will include the development of a detailed maintenance schedule and initial maintenance for each site, such as regular watering, weed control, and replacement of any dead plants, will be delivered as part of the project. Dependant on weather conditions, the site will require regular watering until the plants are established and weeding will be required monthly. Mulching of the planted area will assist in minimising watering and weed control requirements. Application of fertiliser appropriate for the native plants selected will be applied twice annually. Additional mulch may be required after approximately 12 months.

Following the construction phase for each site in Spring, a 90-day (minimum) initial establishment period will commence, involving regular watering, weeding and monitoring, followed by a further 90-day maintenance period (minimum) involving ongoing watering, weeding and monitoring.

At project close, relevant records shall be submitted, including all deliverables, and a project evaluation to identify key challenges and opportunities for improvement.

At the time of project close, planting treatments will:

- show no signs of nutrient deficiency
- show no signs of water deficiency
- show no signs of pests or disease
- be established and well formed, showing evidence of growth
- have a healthy root system that has penetrated into the ground so that the plant cannot be easily lifted out of the ground
- have a mulch cover, generally in accordance with City of Moreton Bay's standard drawing - 'typical planting details in parks and natural areas'.

No substantive ongoing costs or maintenance are expected and will be undertaken by the participating landowners during their period of ownership, with the support of community group for 3-years minimum. In the event of the property being sold after the grant period, new owners will be advised of any requirements. Support for ongoing maintenance costs beyond the life of the project may be sought through separate grant funding, consideration of advanced environmental offset or through City of Moreton Bay's voluntary conservation programs.

If one or more of the properties selected are registered as an advanced environmental offset, there may be an opportunity to receive some additional income to support ongoing management of the site. Additionally, once established, there is scope to consider recognising these areas as conserved areas through City of Moreton Bay's voluntary conservation programs, including registration for City of Moreton Bay's Land for Wildlife Program, with a view to entering into a Voluntary Conservation Agreement (VCA) in the longer term.

Our healthy environments metrics include:

- Extent of reference vegetation community/ies (regional ecosystem/s) enhanced or restored (hectares)
- Extent of ecological corridor enhanced or restored (hectares)
- Extent of priority species habitat enhanced or restored (hectares)
- Extent of poorly conserved habitat enhanced or restored (hectares)
- Extent of Conserved Area (recognised covenant, contract or agreement) enhanced (hectares).

Project metrics include:

- Number of locally native plants and species established (by species and growth form - grasses, groundcovers, shrubs, vines, trees)
- Number of dead plants and species replaced
- Number of volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Photos will be taken of the site at regular intervals. Any native animals observed will be reported through iNaturalist to facilitate open sharing and validation of community biodiversity data.

Noting that various metrics that relate to the project plan will be monitored and reported through the project acquittal process.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and	12 High	• Include provision for promotion of the project objectives	Project Manager

retention		through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	49,500
In-kind contribution	Project management, workshops and communication collateral, site scoping and landholder engagement, on-ground works, advice and signage	76,000
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (10%)	4,500	4,500
Workshops/meetings – venue and equipment hire ($500/dayx3), materials ($500x3), catering ($1,000x2)	10,000	5,000
Site scoping and landholder engagement	10,000	0
On-ground works/approvals (to be determined by applicant eg - e.g plants @ 1/m@$3.00/tube; mulch & delivery @ 50mm thick @ $120/m3; fertiliser @ $50/pack; labour & maintenance @	100,000	40,000

$30/person/hr, watering, and equipment hire)		
Advice, guidance, signage @$50/person/hrx20 hrs	1,000	0

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
49,500	49,500	0	49,500

Appendix 5: Country-centred Biodiversity – Fostering Connection to Country

Note: Only Traditional Custodian led groups can apply for grant funding for projects with activities relating to building Country-centric biodiversity capacity and connection to Country and eliciting traditional ecological knowledge.

Project Details				
Project Name	**Country-centred Biodiversity – Fostering Connection to Country**			
Project Description	Developing a resource for the wider community demonstrating Caring for Country or traditional ecological practices (noting that the 'community' could be the wider Traditional Custodian community and not all communities, if intellectual property protection is a concern).			
Project Location	To be confirmed once the project is approved in consultation with Council.			
Capacity Building	Participating members of the Traditional Custodian community will have the opportunity to develop or increase skills and knowledge around Caring for Country and traditional ecological practices through resource development and exploration of sustainable models for Caring for Country in the longer term.			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Foster connection to Country among Traditional Custodian groups 2 — Support traditional ecological knowledge capacity among Traditional Custodian groups 3 — Demonstrate sustainable models for Caring for Country	Planning & engagement	Jun-Aug 26	• Prepare a detailed project plan, budget, risk register, and communication plan • Workshop to consult with stakeholders to identify project location, activities, and methodology. • Ensure statutory approvals and consent from land owners is sought if required.	• Meeting minutes • Consultation summary report • Evidence of statutory approvals and land owner consent • Detailed project plan, budget, risk register, and communication plan
	Delivery	Sep 26-May 27	• Undertake project activities	• Work completion report
	Reporting	Jun 27	• Promote the project outcomes • Create a short video/s to tell the project story for future projects • Acquittal reporting	• Media release, website and social media posts • Short video • Acquittal reporting

A detailed site plan will be developed once the application is approved and the project site is confirmed.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning	Jun-Aug 26	• Workshop	• Project scoping • Approval from City of Moreton Bay.	• Key stakeholders
Reporting	Jun 27	• Website post • Media release • Social media posts	• Promote the project outcomes • Report on project activities per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders	• Key stakeholders

Project maintenance and monitoring

Ongoing on-ground maintenance is not relevant to the activities which are the subject of this grant application.

Our heathy environments metrics are not relevant to the activities which are the subject of this grant application.

Project metrics include:

- Number of volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Noting that various metrics that relate to the project plan will be monitored and reported through the project acquittal process.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings,	Project Manager

		and showcasing project successes to encourage continued support	
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	25,000
In-kind contribution	Project management, communications collateral, project activities	7,500
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (10%), including Project management	10,000	2,500
Communications collateral	5,000	5,000
Project activities	20,000	20,000

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
27,500	27,500	0	27,500

Appendix 6: Biodiversity Discovery Through Citizen Science

Project information, project plan and site plan

Project Details				
Project Name	**Biodiversity Discovery Through Citizen Science**			
Project Description	Coordinate the delivery of a BioBlitz in City of Moreton Bay to capture fauna data relating to nocturnal birds and microbats			
Project Location	*[Insert detail]*			
Capacity Building	A workshop will be held to provide training for community volunteers in survey and data collection methods; this will be captured in a BioBlitz handbook for use in future projects			
Project Plan				
Objectives	**Stage**	**Schedule**	**Tasks**	**Deliverables**
1 — Improve community awareness, capacity and participation in citizen science activities 2 — Collect and share fauna data 3 — Encourage ongoing community engagement through call to action events or existing programs	Planning & engagement	Jun-Jul 26	• Prepare a detailed project plan, budget, risk register, and communication plan • Identify project location, activities, and methodology. • Ensure statutory approvals and consent from land owners is sought if required.	• Meeting minutes • Evidence of statutory approvals and land owner consent • Detailed project plan, budget, risk register, and communication plan
	Consultation	Aug 26	• Promote the project to generate community interest • Liaise with residents and volunteers and confirm involvement • Workshop for residents on survey and data capture methods • Coordinate project meetings with project team, residents, volunteers and Council • Notify adjacent landholders and Council of project activities	• Call to action poster and social media posts • Participant list and site plan • Workshop summary report • Project meeting minutes • Evidence of consent/notification of activities
	On-ground activities	Sep 26-Mar 27	• Safety induction for volunteers and residents • BioBlitz event	• Core flute project signage • Completed safety induction checklist •
	Reporting	Apr-May 27	• Any native animals observed will be reported	• Monitoring data upload to

			and uploaded to iNaturalist to facilitate open sharing and validation of our community biodiversity data • Workshop to communicate project outcomes with stakeholders and connect them with an online urban biodiversity community for ongoing support • Promote the project outcomes to generate interest in citizen science initiatives • Create a short video/s to tell the project story for future projects in other locations • Acquittal reporting	iNaturalist • Workshop summary report • Social media posts • Project story video • Acquittal report

A detailed site plan will be developed once the application is approved and the project site is confirmed.

Project promotion and communication plan

Project Stage	Schedule	Collateral	Activities/Content	Target Audience
Planning & engagement	Jun-Jul 26	• Social media and website posts	• Launch project • Approval from City of Moreton Bay • Acknowledge City of Moreton Bay grant and project stakeholders	• Local community • Individual residents • Online urban biodiversity communities
Consultation	Aug 26	• Media release, social media and website posts • Workshop	• Call to action to get involved in the project and join events • Promote training, capacity building, and recognition opportunities • Promote project benefits • Provide training	• Volunteers • Individual residents • Biodiversity experts
On-ground activities	Sep 26-Mar 27	• Signage, social media and website posts	• BioBlitz event	• Volunteers • Individual residents • Biodiversity experts • Online urban biodiversity communities
Reporting	Apr-May 27	• Media release, social media	• Share and report on project activities	• Individual residents

		and website posts, radio interview • Workshop	per success measures • Thank City of Moreton Bay for the grant • Thank all stakeholders • Call to action for other areas of interest for urban tree cover for future projects • Ongoing online engagement and support	• Volunteers • Online urban biodiversity communities

Project maintenance and monitoring

There is no ongoing maintenance associated with this project.

Our heathy environments metrics for our BioBlitz/monitoring event include:

- Extent of reference vegetation community/ies (regional ecosystem/s) (hectares)
- Extent of ecological corridor (hectares)
- Extent of priority species habitat (hectares)
- Extent of poorly conserved habitat (hectares)
- Extent of waterway, wetland or coastal environment (hectares)
- Extent of urban greening (hectares)
- Extent of Protected Area (designated National Park, Conservation Park, or Nature Refuge) (hectares)
- Extent of Conserved Area (recognised covenant, contract or agreement) (hectares).

Examples of project metrics include:

- Number of volunteers engaged (by activity type)
- Number of Traditional Custodians and groups (i.e., Kabi Kabi, Jinibara, and/or Turrbal) engaged.

Photos will be taken of the project site during the BioBlitz. Any native animals observed will be reported through iNaturalist to facilitate open sharing and validation of community biodiversity data.

Risk management and risk register

Risk	Rating	Response	Responsible Person
Project scope is not well defined	14 High	• Develop a basic project plan for the grant application and a more detailed plan upon project approval	Project Manager
Project results in negative public reaction or community resistance	14 High	• Develop a basic communication plan (that outlines how the community will be engaged and information shared) for the grant application and a more detailed plan upon project approval	Project Manager
Project volunteer and resident recruitment and retention	12 High	• Include provision for promotion of the project objectives through social media in a basic communication plan for the grant application and a more detailed plan upon project approval • Build strong relationships through regular updates, meetings, and showcasing project successes to encourage continued support	Project Manager
Project sustainability (financial) beyond grant funding	18 Medium	• Seek corporate sponsorships, philanthropic funding, and community donations; apply for additional grants to secure long-term support	Project Manager
Safety including trips and falls, cuts and abrasions, sun stroke, dehydration, insect bites	19 Medium	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safety of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including snakebites	7 Extreme	• Complete City of Moreton Bay's Online Safety Induction • Manage awareness and safe practices of residents, volunteers and contractors consistent with risk register • Provide PPE; ensure available first aid kit on site; ensure someone has accredited training to administer first aid on site; dial 000 in an emergency	Project Manager
Safety including weather affecting project activities	14 High	• Postpone activities in consultation with residents, volunteers and contractors	Project Manager

Project budget

Income description	Itemised expenses	Income amount ($)
Council grant	Refer below	25,000
In-kind contribution	Project management, communications collateral, project activities	45,000
Cash contribution by applicant		0
Other external funding		0

Expenditure item description	Total item cost ($)	Grant portion ($)
Grant administration (<10%)	5,000	5,000
Project management, communications collateral	35,000	10,000
BioBlitz event	30,000	10,000

Total income amount ($)	Total expenditure amount ($)	Income less expenditure ($)	Total grant amount requested ($)
25,000	25,000	0	25,000