



Frequently Asked Questions

National Landcare Program - Environment Small Grants

Overview

1. What is the National Landcare Program - Environment Small Grants?

The National Landcare Program - Environment Small Grants is a new program funded under phase two of the National Landcare Program.

The National Landcare Program is a key part of the Australian Government's commitment to natural resource management. Through phase two, the Australian Government supports governments, industry, communities and individuals to protect and conserve Australia's water, soil, plants, animals and ecosystems, as well as support the productive and sustainable use of these valuable resources.

2. What grants are available?

The program will provide a total of up to \$5 million in grants in 2017-18.

The minimum grant amount is \$5,000

The maximum grant amount is \$50,000.

Eligibility

3. Who is eligible to apply?

To be eligible to apply you must:

- be a legal entity that can enter into a grant agreement with the Commonwealth
- have an Australian Business Number (ABN); and
- be 18 years of age or older, if you are applying as an individual.

4. What is a legal entity?

A legal entity is an entity in its own right that has capacity to enter into legally binding

agreements or contracts, assume obligations, incur and pay debts, sue and be sued and be held responsible for its actions.

If you are not a legal entity you are not eligible to apply. However, if you have a parent organisation that is a legal entity, they may apply on your behalf.

The parent organisation (legal entity) can apply as a lead applicant and must:

- meet the program's eligibility criteria
- submit the application form
- if successful, enter into a grant agreement with the Commonwealth
- ensure the grant is spent on the project and in accordance with the agreement.

5. Are Aboriginal and Torres Strait Islander organisations, land councils or incorporated associations eligible to apply?

Aboriginal and Torres Strait Islander organisations that are incorporated entities are eligible to apply as long as they have an ABN and meet all other eligibility criteria.

Aboriginal and Torres Strait Islander organisations that are unincorporated are not legal entities and therefore not eligible to apply.

Land councils that are incorporated entities and have a local scale and focus are eligible.

Indigenous councils that operate as local government bodies are ineligible.

6. Are regional groups or networks considered an 'umbrella body'?

The term umbrella body, for the purposes of this grant opportunity, applies to central coordinating organisations that have a national

or state/territory focus. These groups are not eligible.

Organisations with a regional focus that are actively involved in local on-ground activities, including representing smaller local or community groups, are eligible to apply providing they meet all other eligibility criteria.

Note that the 56 regional natural resource management organisations are not eligible to apply, as outlined in the grant opportunity guidelines.

7. Are joint applications eligible?

Yes. We recognise that some organisations may want to join as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth.

An individual cannot be a lead applicant in a joint application. The application should identify all other project partners of the proposed group and include a letter of support from each of them. Refer to the grant opportunity guidelines for details of what is required in a letter of support.

You must have a formal arrangement in place with all project partners.

8. My local or regional group is not incorporated (or is incorporated as a member group of a state or national umbrella body), and is therefore ineligible. Previously we have applied through a state level 'sponsor'. However, in this grant opportunity the state body is also ineligible because it is an umbrella body operating at the state level. Is there a way we can apply?

The eligibility criteria of this grant opportunity may be different from previous environment grant programs. However, if your group is ineligible there are still a number of ways you can apply.

You may partner with a group that is eligible, and apply through a joint application. The lead applicant must be eligible.

For example you may work with your regional landcare group (if they meet the eligibility criteria) to submit a joint application. The regional landcare group in this case would be the lead applicant.

You could alternatively partner with another local or regional group who is eligible. The eligible project partner would be the lead applicant, applying on behalf of your group.

As an individual you are also eligible to apply if you have an ABN and are over 18 years of age. However, an individual cannot be a lead applicant in a joint application.

The Australian Government is working to ensure future grant programs provide appropriate opportunities for local and regional groups to continue their valuable on-ground work across Australia.

9. What projects are eligible?

To be eligible your project must:

- include eligible activities and eligible expenditure
- have at least \$5,000 in eligible expenditure.

10. What are eligible activities?

Eligible activities must directly relate to the project and must include one or more of the following:

- weed treatment
- pest or disease management
- fencing
- erosion management
- revegetation
- education activities and raising community awareness/participation
- access management
- Indigenous land and sea country planning
- recording of Indigenous ecological knowledge; and
- administration support related to the project

Refer to the grant opportunity guidelines for further information on eligible activities.

11. The management of weed species that legally require control is ineligible. Where can I find information on the legal requirements in my region?

Weeds of National Significance (WONS) are agreed at the national level. However, the control and management of these species (including any legal requirements) are set by state/territory governments, and may differ between jurisdictions. For further information relating to legal requirements for weed

management in your region, please refer to your relevant state government organisation and/or your relevant Natural Resource Management body.

To obtain the relevant contact details for the state government organisations in each jurisdiction, contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

12. When can I start my project?

If you are successful, we expect you will be able to commence your project from July 2018.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

13. When do I need to complete my project?

The maximum project duration is 12 months.

It is anticipated most projects will be completed by 30 July 2019, however in exceptional unforeseen circumstances, such as extreme weather conditions or loss of key project personnel, you may request an extension to complete your project by no later than 31 December 2019.

How to apply

14. How do I submit an application?

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- complete the online [application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and merit criteria
- include all necessary attachments.

15. What do I need to attach to my application?

We require the following documents with your application:

- a letter of consent from site owner/manager where you are not the site owner/manager
- a letter of support from project partners for joint applications
- trust deed (where applicable)
- for individual applicants, evidence that you are 18 years of age or older.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

16. What happens if I have technical difficulties when I try to submit my application?

If you experience technical difficulties when trying to submit your application you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

17. Can I provide additional information once I have submitted my application?

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

18. How do I account for GST in my project costs?

The application will ask you to provide your eligible project cost over the life of the project. When calculating the total project cost, you should include GST inclusive amount, less any GST credits that you can claim in relation to that expenditure.

If you are registered for GST, where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice.

Selection process

19. How will my application be assessed?

We first assess your application against the eligibility criteria and then against the merit criteria. Only eligible applications will proceed to the merit assessment stage.

To recommend a project for funding it must score highly against each merit criterion.

While we assess all eligible applications against the same merit criteria, we will score your application relative to the project size, complexity and grant amount requested, and compare it to other eligible applications in a funding round before recommending which projects to fund.

20. Who will make the final decision on my application?

The Minister for the Environment and Energy decides which grants to approve taking into account the application assessment and the availability of grant funds. The Minister's decision is final in all matters, including the:

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding

We cannot review decisions about the merits of your application. The Minister will not approve funding if there is insufficient program funds.

21. When will I be notified if my project has been successful?

Applications are currently being assessed, with outcomes expected to be announced mid-year. It is anticipated projects will commence from July 2018.

22. What happens next if I am successful?

If you are successful, you will receive a written offer, and must enter into a grant agreement with the Commonwealth. If you are unsuccessful, you will also be notified in writing.

Payment and reporting

23. How will the grant be paid?

The grant agreement will state the maximum grant amount we will pay.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

24. Am I required to report on the progress of my project to the department?

You are not required to provide progress reports. However you must submit a final project report when you complete your project, in line with the grant agreement.

The final report must:

- include satisfactory evidence of your project completion
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

25. Need more information?

For more information, visit business.gov.au or call 13 28 46. More in depth face-to-face assistance is also available from AusIndustry's national network.