



These instructions will assist you to develop your application for the 2012–13 Caring for our Country business plan. You are encouraged to read these instructions, along with the business plan and Frequently Asked Questions, available from the Caring for our Country website at [www.nrm.gov.au](http://www.nrm.gov.au) before commencing your application.

**Applicants seeking funding through the National Reserve System (NRS) must first apply through the Open Call online form. From there you can access a separate PDF Smartform to complete the NRS component of your application.**

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You must click 'submit' on your application by **5pm Australian Eastern Daylight Saving Time (AEDST) on Thursday 9 February 2012**

**If you are completing a hard copy application form, your application must be post marked no later than Thursday 9 February 2012.**

## Part 1: Overview of Caring for our Country

### **Before you start**

- Read the 2012–13 Caring for our Country business plan available at [www.nrm.gov.au](http://www.nrm.gov.au)
- Ensure you are eligible for Caring for our Country funding (Section 3.2 of the 2012–13 business plan)
- Consider the criteria that will be used to assess your application (Section 3.3 of the 2012–13 business plan)
- Consider the target-specific eligibility requirements relevant to your application and ensure your application meets those requirements (Section 2 of the 2012–13 business plan).

### **Applying for Open Call Caring for our Country funding**

Only applications submitted through the online application form or on the official hard copy application form will be considered for funding. It is preferable that you use the online form.

**If you are unable to access the online form you may request a hard copy application form by calling 1800 552 008.**

### **Conditions of funding**

You are encouraged to consider what would be expected of you contractually should your application be successful.

- Conditions of receiving a grant are detailed in Section 3.4 of the 2012–13 business plan. You can also examine the standard contractual terms and conditions by viewing the two standard funding deed templates used by Caring for our Country at <http://www.nrm.gov.au/business-plan/received-funding.html>. The choice of funding deed for your project would depend on factors including the size of the grant and whether you are already receiving Caring for our Country funding.
- Monitoring, evaluation, reporting and improvement (MERI) requirements are detailed in Section 4.1 of the 2012–13 business plan.
- Communications requirements for successful applications are detailed in Section 4.2 of the 2012–13 business plan.

**Please note**, approval for your 2012–13 business plan project does not automatically grant approval according to Commonwealth and State environment and heritage legislation, or local government requirements. It is the responsibility of the applicant to obtain approvals under these provisions. This includes approvals under the *Environment Protection and Biodiversity Act (EPBC) Act 1999*.

### **Submitting your online application**

You must submit your application by **5pm AEDST on Thursday 9 February 2012**. The online system will not allow you to submit your application after this time. When you submit your application, you will receive an email confirming your submission. You will **not** be able to edit your application once it has been submitted.

### **Survey**

Once you have submitted your application, please follow the link to complete the online survey. Your valuable feedback will be considered as part of a review of the 2012–13 business plan open call application process.

If you are submitting a hard copy application please complete the survey enclosed in your application kit and post it with your application.

### ***Further assistance with your application***

You can access further guidance and the answers to frequently asked questions (FAQs) on the Caring for our Country website at <http://www.nrm.gov.au/funding/faq.html>. FAQs will be reviewed and updated as needed.

Further assistance is available by contacting the Australian Government Land and Coasts team:

Phone: 1800 552 008

Email: [ciu@environment.gov.au](mailto:ciu@environment.gov.au)

Website: [www.nrm.gov.au](http://www.nrm.gov.au)

Mail: Australian Government Land and Coasts  
GPO Box 787  
Canberra ACT 2601

Australian Government staff are available to provide additional assistance on factual matters such as: the application process; the application form; the assessment process; and clarification of terms and requirements regarding individual Caring for our Country targets. In general, assistance will not be given for the wording or development of individual applications.

Australian Government staff can be contacted on 1800 552 008. Contact details for Regional Officers in your location are available at <http://www.nrm.gov.au/contacts/ausgovt.html>.

## PART 2: THE ONLINE APPLICATION

### GENERAL TIPS FOR USING THE ONLINE FORM

#### *Getting started*

You will need to complete a Caring for our Country online registration by going to <http://www.nrm.gov.au/business-plan/12-13/index.html>. A username and password will be provided by email. Once registered, you can commence the application process by logging on and selecting '[Access Application](#)'. You will only need to register once.

Your partially completed application will be saved every time you progress to a new page. You can save your application at any time by clicking the '[Save](#)' button at the bottom of each page. You are able to leave a partially completed application and return to it later by saving and exiting the form. To recommence the form, log on again and click '[Access Application](#)'.

Should you need to change your registration details during the application process, you can do so from the Caring for our Country Online Portal. Go to the menu on the right hand side of the '[Access Application](#)' page and click '[View/Edit my registration](#)' details.

If you have previously registered for a business plan application you can use your existing user name and password. If your contact details have changed you can edit these at the '[View/Edit my registration](#)' section (see above). If your organisation details have changed since you last registered, you will need to submit a new registration.

#### *Navigating through the online form*

'[Previous](#)', '[Save](#)' and '[Next](#)' buttons appear at the bottom of each page.

If you click the '[Previous](#)' button without clicking '[Save](#)' first, you will lose any information on the current page.

'[Next](#)' will save the current contents of the page you are in and take you to the next page. When you click '[Next](#)' your responses will be automatically checked. Any errors or omissions displayed in red text will need to be corrected before you can move to the next page.

#### *Page tabs*

A series of page tabs appear at the top of each screen. These divide the form into its sections. Each tab will be orange when you start. Tabs will change to blue as you complete a full section. You can skip to any **completed** section by clicking on the [blue page tab](#).

#### *Timing out*

The online form will "time out" after 60 minutes of no activity, and any unsaved information will be lost. The 'time out' clock only recognises activity if you click the '[Previous](#)', '[Save](#)' or '[Next](#)' buttons. Entering information on a page without clicking '[Save](#)' is not recognised.

A 'time out' warning message will appear after 45 minutes of inactivity. To prevent 'time out' please check the 'stay logged in' button to reset the time out clock. If the message idles for a further 15 minutes the form will 'time out'.

If you receive a 'time out' message we strongly recommend that you save the content you have entered on the page.

#### *Mandatory questions*

Questions marked with a red asterisk \* are questions you **must** answer. The online form will not allow you to progress to the next page unless mandatory fields are completed.

### ***Target-specific questions***

A number of questions in the form are specific to certain Caring for our Country targets. These will appear on the screen **only** if you have selected the relevant target/s. If you are submitting a hard copy application please complete **only** the sections relevant to your chosen target/s.

### ***Word limits***

Please note that all fields in the online application form have varying word limits. If you are pasting text into the form be aware that the form will cut off text at the word limit. Please check that your responses are complete before submitting your application.

Non-standard symbols and formatting carried over from word processing programs can affect the word count. Take care to review your responses after you have entered them in the form.

### ***Numerical responses***

Where you are asked to provide numerical responses to questions you must enter digits. For example, **10** hectares not **ten** hectares.

### ***Submitting your online application***

You must submit your application by **5pm AEDST on Thursday 9 February 2012**.

**Once your form is submitted you will not be able to make any changes to your application.**

Once you complete your application, you will be directed to a declaration page. At the bottom of this page you will find a '[Print Application](#)' button which you can click to print your completed application.

**Do you wish to receive email updates from the Australian Government on natural resource management?**

If you would like your organisation to be included in the Caring for our Country mailing list, please click 'Yes' and provide a suitable email address. Note that the application form will automatically enter the email address of the identified primary contact person; you may keep this address or change as required.

**You should print a final copy of your completed application for your records.**

### ***Print application***

You can print your application at any stage by clicking on the '[Home](#)' link in the top, right-hand corner of the screen. This will take you to the registration homepage. Look under 'Actions' where you will find the 'Print' link. You need to have Adobe Reader installed on your computer to print your application. Adobe Reader is available free at <http://get.adobe.com/reader/>.

### ***Online Survey***

Located on the registration homepage is a link to complete the online survey. Please follow the link and complete the survey. Your feedback is a valuable resource for improving the application process.

## Part 3: HOW TO COMPLETE THE APPLICATION FORM

### SECTION 1: Applicant

If you are submitting an online application the following questions will pre-populate from your registration information. If you are submitting a hard copy application please complete all mandatory fields.

Organisation Details

Contact Details

#### 1.1 Organisation details\*

The *Applicant Organisation details* are required for the legal entity with whom the Australian Government would form a contract, if the project is successful.

##### 1.1.1 Organisation name

###### (a) Legal name

Your legal name is the name that appears on official documents and legal papers, such as the Australian Business Registry (ABR) or your certificate of incorporation. Applicants and sponsoring organisations that do not have an Australian Business Number (ABN) but are incorporated should provide the legal name as it appears on the certificate of incorporation.

###### (b) Trading name

Your trading name is the name under which your organisation operates. Your trading name may be the same or different to your legal name. If you do not have an ABN move on to the Entity type section 1.2.

##### 1.1.2 Organisation/Company ABN

An ABN is a unique 11 digit number that makes it easier for businesses and government to interact. If you have an ABN, record this in Question 1.1.2 and move to Question 1.1.3.

If you do not have an ABN, leave this section blank and move on to Section 1.2(a).

##### 1.1.3 Is your organisation registered for GST?

You can check whether you are GST registered on the ABR website (<http://www.abr.business.gov.au/Index.aspx>). This information will be located on the current details page for your organisation under 'Other registrations'. If you do not have an ABN, you will not be registered for GST.

##### 1.1.4 Entity type\*

If you have an ABN, details of the entity type are available from the 'Current details' page of the ABR website [www.abr.business.gov.au](http://www.abr.business.gov.au). If you do not have an ABN, you should select the relevant entity type from the categories identified at section 1.2.

###### (a) Incorporation number

If your organisation has been incorporated under state or territory law, provide your incorporation number and date of incorporation. You can find your incorporation number and date of incorporation on your certificate of incorporation. If you are unable to locate your certificate of incorporation, contact the Incorporated Association Register in your state or territory, the Office of Fair Trading or Consumer Affairs.

###### (b) Date of incorporation

Enter your date of incorporation as specified on your certificate of incorporation.

**Please provide answers for the following questions - these are not pre-populated.**

**1.1.5 Is your organisation an Aboriginal or Torres Strait organisation?\***

Select/tick 'yes' or 'no'.

**1.1.6 Is your organisation responsible for managing one of the 56 natural resource management regions?**

Select/tick 'yes' or 'no'.

Organisational Details

Contact Details

**1.2 Contact Details**

**1.2.1 Primary contact person\***

**If you are submitting an online application the contact details will pre-populate from your registration information. This automated information can be edited if necessary.**

**If you are submitting a hard copy application please complete all mandatory fields.**

The primary contact person should be a person in the lead organisation who is readily contactable from December 2011 to July 2012 during the application assessment period and who will be involved in the day-to-day management of the project.

**1.2.2 Authorised person \***

This is the person who will sign the contract and who has the power to bind the organisation in a contract for the value of this project.

If the authorised person is the same as the primary contact person provided above, you should select/tick 'Yes' and move on to the next section. If the authorised person is different, please fill in the contact details for the authorised person.

In the case of a trust, the authorised person is the name of the trustee.

**1.2.3 Secondary contact person \***

The secondary contact person should be a person who is readily contactable from December 2011 to July 2012. This person will only be contacted if the primary contact person is unavailable.

**1.2.4 Office holders and referees**

**1.2.4a Office holders\***

Please provide details of **at least 2** office holders from your organisation. When you have entered details of the first office holder, including a contact email, click the '[Add](#)' button and the details will appear in the table below. You can then enter the details of the second office holder. If you need to change any of these details you can click the edit button on the table.

**1.2.4b Referee organisations\***

Please provide details of at least 2 referee organisations. When you have entered details of the first referee organisation, including a contact email, click the '[Add](#)' button and the details will appear in the table below. You can then enter the details of the second referee organisation. If you need to change any of these details you can click the edit button on the table.

## SECTION 2: SUMMARY

### 2.1 Project Title \* (limit of 80 characters or about 12 words)

Provide a title that clearly indicates what the project will achieve and, if possible, its location. For example: "On-ground work to maintain ecological values of Lake Toolibin Ramsar wetland, WA".

### 2.2 Project Summary \* (limit of 750 characters or about 100 words)

Your answer should focus on the benefits your project aims to deliver, consistent with the terminology of the Caring for our Country outcomes and targets where possible.

**This information will be used in your Funding Agreement and in media announcements if your application is successful.**

Example:

**Please note, your answer is limited to 750 characters or about 100 words. The example below is provided to show the style of information required. It is not intended as a guide for summary content.**

*The project will help to protect the ecological character of Lake Toolibin Ramsar wetland, WA, involving a multi-stakeholder strategy to control and manage outlier weeds of national significance (WoNS). The focus will be the creation of a buffer zone in the catchments that feed into and influence the Ramsar wetland. This will increase the effectiveness of ongoing weed control works being undertaken with the Ramsar wetland to maintain its ecological character. Activities include: controlling outlier infestations of WoNS; developing management agreements with landholders for ongoing weed control; fencing and revegetation for weed management activities; and activities to engage communities and enhance skills and knowledge in weed management.*

### 2.3 Proposed duration \*

The proposed duration of your project is the period over which you would like Caring for our Country funding. The funding period must commence after **1 July 2012 and finish no later than 30 June 2013.**

## SECTION 3: TARGETS

### **Please note**

Section 2 of the 2012–13 business plan - "Priorities for investment" - provides details of any location restrictions for the Caring for our Country target/s. You are strongly advised to consult the maps available with the 2012–13 business plan to ensure your project lies within geographic areas eligible under the target/s you wish to address.

You can download these maps from the Caring for our Country website at [www.nrm.gov.au](http://www.nrm.gov.au), or request them on a CD. To arrange delivery of the CD please contact the Caring for our Country information line on 1800 552 008.

Select Targets

Target Details

Target Summary Details

### **Select Targets**

You are expected to select the target or targets your project would address. Please refer carefully to the business plan to ensure the information you provide here meets the priorities for investment in 2012–13.

### **3.1 Which Caring for our Country target/s does your project address? \***

Your application will be assessed against how well it addresses the target/s you select in this section.

**Please refer carefully to the business plan to ensure the information you provide here meets the priorities for investment in 2012–13.**

You may nominate up to **two** Caring for our Country targets against which your project will deliver clear and measurable achievements. There may be circumstances where your project could feasibly address more than two Caring for our Country targets, however, each application will only be assessed against the target where the majority of funding is requested or the one your project will contribute the most towards.

Under the 2012–13 business plan, Community Skills, Knowledge and Engagement and proposals for activities in Northern and Remote areas of Australia will only be funded if the project addresses at least one other target. You will not be able to choose Indigenous participation as a target until you have chosen another target. Also you will not be able to choose 'improving knowledge and skills' under Sustainable Farm Practices until you have chosen another target.

You must nominate at least one target against one of the following national priority areas:

- National Reserve System
- Biodiversity and natural icons
- Coastal environments and critical aquatic habitats
- Sustainable farm practices.

**Site Investment Guides are available on the NRM website at**

**<http://nrm.gov.au/funding/business-plan/index.html> to assist you in completing this section of your application. Please consult the relevant advice sheets for the target/s you have chosen to address.**

### **3.2 Does your project have Indigenous Engagement and Participation?**

The 2012-13 business plan includes a target to resource projects which directly involve Indigenous organisations or groups to achieve Caring for our Country outcomes. It is expected that applicants will explore opportunities for Indigenous people to participate in projects where it makes sense to do so.

Genuine engagement with Aboriginal and Torres Strait Islander Australians involves building cultural awareness, connections, capacity and trust, and promoting dialogue.

As a guide to working with Indigenous people and how you can incorporate engagement into everyday processes, the Department of Families, Housing, Community Services and Indigenous Affairs has produced Closing the Gap information sheets which you can access via the FAQs for this application process or at

[http://www.fahcsia.gov.au/sa/indigenous/progserv/ctg/Pages/engagement\\_partnership.aspx](http://www.fahcsia.gov.au/sa/indigenous/progserv/ctg/Pages/engagement_partnership.aspx)

If you are selecting 'Indigenous Participation as a second target in your application we recommend that you contact one of the Australian Government NRM Officers or Indigenous Land Management Officers to discuss your proposal before applying at <http://www.nrm.gov.au/contact/officers.html>

As indicated in the 2012–13 business plan, Indigenous participation activities are eligible for funding only as part of a broader project addressing other targets. This target can only be selected **after** you have selected another target.

**3.2.1 How will Indigenous Australians be involved in your project? How did you explore opportunities to engage Indigenous Australians?\*** (limit of 700 characters or about 100 words)

If you answered 'yes' to the question 3.1.2, please describe how you have explored opportunities to engage Indigenous Australians in your project and, if relevant, how many Indigenous Australians would be involved. Please include any use of traditional ecological knowledge and land and sea country or equivalent management plans.

**3.2.2 How many Indigenous Australians will be directly employed on a full time equivalent (FTE) position under your project?\***

Please provide an *estimate* of how many Indigenous Australians are likely to be employed under your project. This employment might be permanent or temporary, full time or part time. Employment figures should be recorded in the form of Full Time Equivalent (FTE).

Full time equivalent employees are calculated using the total number of days people are employed or contracted in the year. The total number of days worked is divided by 220 to provide an annual figure for full time equivalent employees.

For example, if two Indigenous people will be employed for eight days on the proposed project, the total employment is  $2 \times 8 = 16$  days. Divide this by 220 and the answer is 0.072 full time equivalent employees.

**3.2.3 Please explain why engaging Indigenous Australians is not relevant to your project.** (limit of 700 characters or about 100 words)

If you selected 'No' at Question 3.1.2 you must provide information as to why it is not relevant for Indigenous Australians to be engaged in your project.

If you would like assistance to establish contact with local Indigenous communities, please contact a Caring for our Country Indigenous land management officer. Contact details are available at <http://www.nrm.gov.au/funding/business-plan/12-13/priorities/community/indigenous-participation.html>

Select Targets

Target Details

Target Summary Details

**3.3 Meeting selected targets\***

Here you will need to provide details of how you will address the target/s. You will need to provide details including:

- what your project will address
- the methods you plan to use
- how much land your project activities will target
- how many people the project activities will involve and/or influence
- the funding required for each target.

The form layout guides your responses in line with the priorities of the business plan. You can return to each target and click 'complete' again if you need to change any of the target details you have entered here.

If you have selected any of the Sustainable Farm Practices targets, you will first need to select a target, and then an investment scope category for each target.

If you are completing a hard copy application form, please refer to the Site Investment Guides and advice sheets for eligible targets, activities and practices.

**Target table**

This page is automatically generated to show the targets you have selected previously.

To provide details on each target, click on the button under '[Select to Complete](#)' for one target, then click the '[complete](#)' button at the bottom of the table. Once you have entered the required

information for that target click '[next](#)' to take you back to the target table. You will need to follow the same process for each target you have selected.

### Target details

Please take care in estimating the contribution your project would make to the target. Your project is assessed on the basis of the information provided in the application form and if your application is successful, you will be required to sign a Funding Agreement that will commit you contractually to delivering on the target contributions you have specified here.

**Please refer to the site investment guides available on the NRM website at <http://www.nrm.gov.au/business-plan/12-13/sigs/index.html> to help you structure your responses. Please consult the relevant advice sheets for the target/s you have chosen to address.**

### ***NB Increasing the National Reserve System***

If you select "Buying land for new reserves", you will be asked to provide further information that relates solely to this target in the NRS application form (in a downloadable PDF Smartform). The NRS application form will be available after you submit the Open Call online application.

You will need to take the following steps:

1. Complete the open call online form 'buying land for new reserves' and submit your application
2. Download the land purchase PDF Smartform from
  - the declaration page within the Open Call online form where you will be directed to download the PDF Smartform
  - your Caring for our Country registration home page once you have completed the section on targets in the Open Call online form.
3. Submit the completed PDF Smartform **and** the Open Call form by **5pm AEDST Thursday 9 February 2012**

To accurately complete the land purchase Smartform you must refer to the following documents:

- Instructions for completing the application form for purchasing land are available at <http://www.environment.gov.au/parks/publications/nrs/pubs/landpurchaseguidelines.pdf>
- Conditions for receiving National Reserve System funding for buying land for new reserves are available at <http://www.environment.gov.au/parks/publications/nrs/pubs/conditions.pdf>

If you select "Establishing perpetual conservation covenants on private land", please ensure that prior to responding to these questions you refer to the Conditions for receiving National Reserve System funding for covenanting activities on private land, available at <http://www.environment.gov.au/parks/publications/nrs/pubs/covenantconditions.pdf>

Select Targets

Target Details

**Target Summary Details**

### **3.4 Target summary table**

A target summary table will be automatically generated for each target you have selected. The table specifies quantities as they will be applied in the 2012-13 financial year. Please ensure that you have not stated units of measure twice.

## SECTION 4: LOCATION

Location Details

Land Owners

### 4.1 Location Details

#### 4.1.1 Nearest town or named locality\*

You need to identify the nearest town to the proposed project site.

If your project involves multiple sites for project activities, identify the location where the main activity would be undertaken. If activity is to be evenly spread, please select a central location.

#### 4.1.2 Latitude and longitude\*

You can find the latitude and longitude of your project location by:

- using the 'find location' function at <http://dev.apps.internal.environment.gov.au/grantregistration/application/search/locationSearchLoad.do?src=load&lat=latitude&lon=longitude&town=nearestTown> within the application form (**preferred method**)
- manually by using a GPS and entering the co-ordinates in decimal degrees
- visiting the Geoscience Australia website at <http://www.ga.gov.au/map/names/>

#### 4.1.3 Does your project cover multiple sites?\*

If your project covers multiple sites you are required to enter the names of each locality (nearest town, nearest named locality).

#### 4.1.4 Will your project take place on public or private land?\*

Choose either or both options as appropriate.

#### 4.1.5 State and/or territory and NRM regions\*

Please identify, from the drop down list, the state or territory in which your project will be undertaken. Also select the natural resource management region/s where work will be conducted. These regions are listed at <http://www.nrm.gov.au/nrm/region.html>

Click the 'Add' button to include these in the editable table at the bottom of the page.

Location Details

Land Owners

### 4.2 Land Owners

#### 4.2.1 Land owner/managers approval for activities on site\*

Most projects will include an on-ground component. It is preferable, at the time of developing your project, to identify the owners/managers of proposed on-ground project sites and gain their agreement.

Please indicate if you have been able to identify the relevant owner/managers by answering 'yes' or 'no' to this question. If you answer 'no' to this question you will be asked to specify why.

Please provide the details of those landowners/managers that you have identified and the approval status of activities on their land. You can select from four levels of approval: not discussed; discussions on-going; verbal agreement; and written agreement.

If you identify that you have land owner's/manager's approval you need to provide details of the relevant owner/managers in this section of the form.

In the online form, once you have entered details of the first owner/manager, click '[Add](#)'. The details will appear in the table below. Repeat this process until you have listed each identified owner/manager.

## SECTION 5: PROJECT DESCRIPTION

The responses you provide here will be used in assessing the merits of your application. Please refer carefully to the business plan and relevant Site Investment Guide/s to focus your responses.

Issues

Activities

Supporting Evidence

**5.1. What specific natural resource issue/s is your project planning to address?\*** (limit of 1750 characters or about 250 words)

Some targets address a broad range of issues. You will be asked in later questions to explain how and why these activities deliver against the Caring for our Country targets.

In answering this question, you should:

- identify the Natural Resource Management issue/s your project aims to address
- explain how and why the issue/s is a priority
- explain how and why the location/s and activities or practices are appropriate for addressing the issue/s you have identified.

### National Reserve System (NRS) Covenants

For a map of the under-represented bioregions please go to:

<http://www.nrm.gov.au/funding/business-plan/12-13/priorities/nrs/index.html>

The following 34 Bioregions are under-represented in the National Reserve System

Avon Wheatbelt  
Brigalow Belt North  
Brigalow Belt South  
Broken Hill Complex  
Burt Plain  
Central Arnhem  
Channel Country  
Cobar Penepplain  
Daly Basin  
Dampierland  
Darling Riverine Plains  
Davenport Murchison Ranges  
Desert Uplands  
Einiasleigh Uplands  
Finke  
Flinders Lofty Block  
Great Sandy Desert  
Gulf Plains

Little Sandy Desert  
Mitchell Grass Downs  
Mount Isa Inlier  
Mulga Lands  
Murchison  
NSW South Western Slopes  
Nandewar  
Naracoorte Coastal Plain  
New England Tablelands  
Pilbara  
Riverina  
South East Coastal Plain  
Stony Plains  
Sturt Plateau  
Tasmanian Northern Midlands  
Victorian Volcanic Plain

**Please note for this section you must provide a separate response for each of your selected targets.**

**5.3.1(a) & 5.3.2(a) Describe how your project will achieve the Caring for our Country Target/s you have selected** (limit of 2000 characters or about 285 words)

**The online form automatically generates the Caring for our Country target/s you have chosen previously.**

Make sure your answer to this question indicates specifically to the target chosen:

- the project activities you propose to undertake
- who will be involved in project activities (including participation by community groups)
- broad timeframes for implementation of each activity
- the scale of activities, including a quantitative value (such as km's or hectares)
- an estimation of **cost** for each activity (these costs are to include MERI activities required to demonstrate and report on delivery of each activity).

Please note your answer to this question is limited to 3500 characters, or about 500 words. You may wish to use dot points or another form of abbreviated response.

**5.3.1(b) & 5.3.2(b) Explain why you have selected these activities and how they will lead to improvements in terms of each selected target.\*** (limit of 2000 characters or about 285 words)

Please explain how and why each of the activities you are proposing is the most appropriate and most effective for addressing the target/s you have chosen. This question asks you to explain the logic and assumptions underpinning the design of your project, that is, how it would ensure that you deliver against the Caring for our Country target that you have selected.

You are asked to explain why your activities will lead to improvements in terms of each of the selected targets.

Please note your answer to this question is limited to 2000 characters or about 285 words.

**If you have selected more than one target please complete the 2 questions for the second target.**

**5.3.3 How will you monitor and evaluate your outcomes?\*** (limit of 1400 characters or about 200 words)

The continuous and integrated cycle of **monitoring, evaluation, reporting and improvement** is referred to as **MERI** in the Australian Government national resource management context.

The Australian Government is taking a strategic and quantitative approach to measuring progress towards the Caring for our Country priorities for investment. The MERI process provides evidence about the appropriateness, impact, effectiveness, efficiency and likely legacy resulting from investments made at any point in time.

Proponents who have received Caring for our Country funding for projects of more than \$80 000 are required to develop a MERI plan as part of their funding deed. We also recommend developing a MERI plan for projects valued as less than \$80 000. (Note that if your project is valued as less than \$80 000 you are required to develop a program logic). For more information on developing a program logic, go to <http://www.nrm.gov.au/publications/books/meri-program-logic.html>.

Section 4 of the business plan provides detailed guidance on the intent and requirements of MERI for applicants. Additionally, the MERI toolkit provides steps to guide you in developing a MERI plan, frequently asked questions about MERI plans and a MERI plan template.

For more information about MERI requirements, go to <http://www.nrm.gov.au/funding/meri/meri-toolkit.html>

**5.4.1 Please explain how your activities align with National Strategies and National recovery plans, e.g. Australian Weed Strategy, National Reserve System Strategy 2009-2030 etc.\* (limit of 1750 characters or about 250 words)**

Where relevant, please demonstrate in what ways the activities undertaken during your project will align with national strategies, recovery plans or other relevant accredited or nationally recognised plans. These plans have been developed to identify and prioritise possible interventions and responsibilities in undertaking projects.

For example, Weeds of National Significance priority frameworks have been developed to provide a defined and consistent set of actions and activities, based on the best available scientific evidence, to achieve the desired outcomes.

Go to <http://www.nrm.gov.au/publications/index.html> for more information on national frameworks or strategies relating to your area of focus.

**5.4.2 What scientific evidence, case studies and/or other evidence supports your claims in the questions above?\*(limit of 1400 characters or about 200 words)**

Please describe the scientific evidence, case studies or other evidence on which your claims are based; and outline how your project will use this information to support the methods, activities, practices and location/s you have chosen.

If you are using current scientific evidence or recent case studies and/or best management practice guidelines, please provide sufficient reference information to enable assessors to find the pieces of evidence you are referring to.

Your response should demonstrate the technical feasibility of your proposed approach.

**5.4.3 Please specify key individuals/organisations that will contribute to the delivery of the project. (e.g. research bodies, state government departments, Native Title Holders, Aboriginal Land Councils, Local Government, industry bodies, community organisations etc).\***

*(limit of 1750 characters or about 250 words)*

We would like details of any individuals or organisations that would be providing technical support or advice to your project.

Examples might be academic or research bodies advising on choice of implementation methods or selection of sites.

Please provide names of any organisations you need to work with to obtain necessary approvals.

If applicable, your response should also describe how you will engage other community members. Please describe the nature of community participation in your project. Your answer should:

- identify those activities which include community participation, particularly those with the potential to raise community awareness and/or enhance skills
- indicate the scale of community involvement. For example, you might indicate the number of volunteers and/or number of volunteer person days; the number, size and nature of community group/s involved; or the geographic spread of community involvement in the project.

**5.4.4 Please identify any project/s linked to this one.\*** (limit of 3500 characters or about 500 words)

Please identify previous, existing, or proposed projects that are linked to your project. For example, your project might build upon the outcomes of a previous project, complement the activities of an existing one in the same area or transfer the successes of established projects addressing similar issues elsewhere.

**SECTION 6: CAPACITY**

Project Delivery

Maintenance of Benefit

Risk Management

**6.1.1 Organisation of project\*** (limit of 1400 characters or about 200 words)

This question is used to assess how well your project would be managed and implemented. You must identify how you will develop and manage activities under your project to ensure completion by June 2013.

Your answer should cover:

- the proposed project governance and management arrangements, including
  - project management and oversight structure
  - quality assurance processes
  - monitoring of implementation
  - adaptive management arrangements, that is, how progressive lessons from the implementation of the project would be incorporated into the ongoing project delivery
- if applicable, arrangements proposed to ensure partners and/or sub-contractors deliver their contributions in a timely and efficient manner, including
  - avoiding or managing any project delays
  - ensuring the security of project funding (such as progress payments, where appropriate)
  - providing quality assurance for the work undertaken by partners and sub-contractors

**6.1.2 Describe the capability and capacity of your organisation to implement this project.\*** (limit of 1400 characters or about 200 words)

You are required to describe the capability and capacity of your organisation to implement your project. Please ensure that your answer outlines the:

- relevant skills and experience of the personnel who would be managing and implementing your project
- relevant skills and experience of your organisation in implementing comparable projects in terms of scale, scope and purpose
- relevant skills and experience of your organisation in managing grant funding with appropriate accountability
- ability to gain all approvals necessary to undertake the project.

**6.1.3 Do you have any overdue reports or acquittals from any Australian Government environmental or natural resource management funding programs?\***

To be eligible for new funding you must not have any overdue reports or acquittals from any Australian Government funding at the time of submitting your application.

**6.1.4 Project Manager or facilitator services** (limit of 1400 characters or about 200 words)

If applicable, please describe the nature and reasons for any professional project management or project facilitator services you plan to engage as part of your project. Please describe the activities and the amount of funding that will be required to cover their costs. Please ensure that this is included in your project budget.

Project Delivery

Maintenance of Benefit

Risk Management

**6.3 How will the outcomes of your project be maintained into the future and any ongoing costs met?\*** (limit of 700 characters or about 100 words)

Please identify the key actions required to maintain the outcomes of the proposed project and the parties who will be responsible for implementing these actions after Caring for our Country funding has ended.

For example, the condition of the area affected in your application might require on-going monitoring and/or periodic maintenance, such as weed control or upkeep of fences. Your response needs to identify the person/organisation responsible for, or likely to undertake, these activities and explain how these will be monitored. For example, you could establish a 10 year management agreements with landholders.

Additionally, you will need to identify the on-going annual costs to the main parties who would be involved in maintaining the outcomes of your project. This might include costs to private interests, community groups and/or public authorities. Having outlined the costs of maintaining your project outcomes, please indicate how you propose that these costs would be financed. Your answer might also indicate the level of commitment by any relevant parties to taking responsibility for maintenance activities.

Project Delivery

Maintenance of Benefit

Risk Management

**6.4 Risk Management**

**6.4.1 Please define the major risks associated with this project and what management actions you will put in place to minimise or avoid these risks.** (limit of 255 characters or 35 words)

Risks are events that may impede the timely delivery of your project, or negatively impact on the quality of its outcomes. You will be asked to identify the risks associated with your project (what can go wrong); and what you will do to mitigate, that is reduce or avoid, these risks. Please ensure the risks and mitigation strategies you identify are realistic for the project you are proposing.

You will need to briefly describe the risks and then identify their impact and the likelihood of them occurring. A drop down list on the online form provides the options you can select. Once you have selected a risk, click '[Add](#)' and repeat the process until all risks are listed in the prefilled table.

The information below is provided as a guide:

Definitions of likelihood:

Almost certain	Will probably occur once in 1 month
Likely	Will probably occur once in 6 months
Possible	The event will probably occur once in 2 years
Unlikely	The event will probably occur once in 10 years
Very Unlikely	May occur only once in 50 years or more

## Definitions of Consequence:

Description	Consequence of Occurrence
Catastrophic	The consequences would gravely threaten major project or organisational objectives. Financial implications would have extreme consequences for the organisation.
Major	The consequences would threaten the continued effective functioning of the department. Financial implications would have very high consequences for the organisation.
Moderate	The consequences would not threaten the project or organisation, but would mean that the project or organisation could be subject to significant review and/or operational change. Financial implications would have medium consequences for the organisation.
Minor	The consequences would only threaten the efficiency or effectiveness of some aspects of the project or organisation, but could be dealt with internally. Any financial implication would be of low consequence.
Insignificant	The consequences could easily be dealt with by routine operations. Any financial implication would be of negligible impact.

## Risk Level Matrix:

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium	High	Extreme	Extreme	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Possible	Low	Low	Medium	High	Extreme
Unlikely	Low	Low	Low	Medium	High
Very unlikely	Low	Low	Low	Low	Medium

## Colour Code:

	Extreme		High		Medium		Low
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The form will generate an overall rating per risk automatically. You will then need to describe your mitigation strategy for each risk. A mitigation strategy is what you will do to reduce or avoid the risk.

An example of a risk may be a bushfire. You might identify a bushfire to have 'catastrophic' consequence. However, you may consider the likelihood of it occurring as 'very unlikely'. So while the consequence might be devastating, the low chance of occurrence means that the overall risk rating to your project would be 'medium'.

Other examples that might apply to your project include risks associated with your project inputs, such as financial resources; loss of key partners or staff during project delivery, quantity and skill level of human resources; supply and quality of materials; level of adoption; implementation delays; or time critical issues, such as seasonal impacts on proposed activities.

### **6.4.2 Does your project include activities that are likely to have a significant adverse impact on any matters of national environmental significance?**

There are eight matters of national environmental significance protected under the Environment Protection and Biodiversity Conservation Act 1999 (*EPBC Act 1999*). These are:

- World Heritage properties
- national heritage places
- wetlands of international importance (listed under the Ramsar Convention)
- listed threatened species and ecological communities
- migratory species protected under international agreements
- Commonwealth marine areas
- the Great Barrier Reef Marine Park
- nuclear actions (including uranium mines)

You must answer 'yes' to this question if your proposed activities are likely to have a significant adverse impact on any of the matters listed above. A significant impact is an impact which is important, notable, or of consequence, having regards to its context or intensity. Whether or not an action is likely to have a significant impact depends upon the sensitivity, value and quality of the

environment which is impacted, and upon the intensity, duration, magnitude and geographic extent of the impacts.

You should consider all of these factors when determining whether an action is likely to have a significant impact on a matter of national environmental significance.

If you have answered yes to this question you may need to refer these proposed activities to the Australian Government Minister for Sustainability, Environment, Water, Population and Communities to determine if approval is required under the *EPBC Act 1999*. You can obtain more information about assessments under the Act at [www.environment.gov.au/epbc/approval.html](http://www.environment.gov.au/epbc/approval.html).

## SECTION 7: BUDGET

### **Project budget**

We are seeking the total funding that you are requesting from Caring for our Country against each of your selected targets. Do not include amounts from other contributors at this stage as you will be asked to do so subsequently.

Be aware of any funding limits which apply to projects for specific Caring for our Country targets. Section 2 of the 2012-13 business plan details these.

Funding Sought

Other Funding

Budget Justification

#### **7.1.1 Please provide total funding sought for your project (GST excluded):**

We need your **total funding** request broken down per target. **The amount per target needs to include the costs associated with all activities in your project related to that target.**

#### **7.1.2 Please add budget details for each Caring for our Country target to the table.\***

As a guide:

- MERI costs may be up to 10% of the project budget taking into account the type and the scale of project.
- costs for project administration may be approximately 10% of the project budget.
- administration excludes expenses not directly related to delivering the project, such as office receptionist, information technology and utilities (water, gas, electricity).
- projects are not expected to exceed \$500,000 (excluding GST).

If your project has more than one target, you will need to make sure that there is no double-counting between amounts sought per target. That is, the sum of amounts for both targets must equal the total amount of funding you are seeking from Caring for our Country. To ensure this, you may have to attribute proportions of expenditure on some activities against each target. Similarly, management and administrative costs may need to be apportioned across both targets.

*Example:*

*Consider a project involving the management and control of 100 hectares of a designated Weed of National Significance in eligible Ramsar wetlands. Control of the weed may contribute to two targets, "Reducing the impact of Weeds of National Significance" as well as "Protecting Ramsar wetlands". To identify a funding amount per target, you would have to attribute a proportion of the cost of weed control to each of these targets. If the weed management contributed in equal amounts to each target, you might apportion the costs on a 50/50 ratio.*

Within the online application form, the table below the budget question will automatically total your funding request. If you are completing a hard copy application form you will need to manually total your funding request. In either case, be sure to check that the total figure generated matches the **total** amount that you are seeking from Caring for our Country.

### 7.1.3 Monitoring, evaluation, reporting and improvement (MERI) activities

The funding amount requested under each target also needs to accommodate relevant MERI activities. We ask you to indicate how much of your total funding request is allocated to MERI activities. As a guide, this amount should not exceed 10% of your total funding request. If funding requested for the MERI component is \$25 000 or more you will also be required to provide justification of these costs at Question 7.1.3.

Please note that this amount is **not** additional to the total funding request specified in the table above this question. We are seeking an indication of the amount for MERI **within** your total funding request.

Information on MERI requirements and expectations are outlined in Section 4 of the 2012–13 business plan. You can also find additional information at <http://www.nrm.gov.au/publications/frameworks/meri-framework.html>.

### 7.1.4 Administration costs

Please note, administration excludes expenses not directly related to delivering the project, such as office receptionist, information technology and utilities (water, gas, electricity). If funding requested for the administration component is \$25 000 or more you will also be required to provide justification of these costs at Question 7.1.4.

Funding Sought

Other Funding

Budget Justification

### 7.2.1 Other source/s of cash funding

Please tell us about any organisations that are also contributing funds towards your project. This question concerns **cash** contributions towards your project only. Please **do not** include information about in-kind contributions here.

Enter the details of these organisations one by one, including the security of the funds they are providing, such as cash in hand, committed in writing or dependent on fund raising. Click '[Add](#)' once each set of details has been entered. You will see the list of organisations appear in the table below the question.

### 7.2.2 Total project budget

The form will automatically generate the amounts entered in the previous sections and provide the total cost of the project.

### Budget Justification

Funding Sought

Other Funding

Budget Justification

### 7.3.1 Please indicate any in-kind contributions to this project

If your project includes contributions that do not have a direct money exchange, that is, in-kind contributions, you need to provide the details here. For example, your project may need to use a farmer's tractor. The farmer may drive the tractor for an activity related to the project but she will contribute her labour and her tractor's running costs rather than include the costs in the project budget. You would need to identify the financial value of this activity and include it here as an **in-kind contribution**.

Please indicate any in-kind contributions to this project. Add the details of contributors and their contributions in the online form one by one, clicking '[Add](#)' at the end of each set of entries. In the 'Amount' field, please enter an estimate of the monetary value of contribution, based on market rates. A table will automatically generate the information and provide a total.

**Note for hard copy application form:** Enter any landholder in-kind contributions as a single entry under 'various landholders' totalling the amount you estimate will be contributed in-kind by multiple landholders. The contact person will be your organisation.

**7.3.2 Please provide a justification for your local market rates calculation of the in-kind contribution.\*** (limit of 1400 characters or 200 words)

You will need to provide justification for your local market rates calculation. For example, if the in-kind contribution includes labour input, this might be costed at the wage rates of the individuals involved.

**7.3.3 Describe the public and private benefit that will be derived from this project.\*** (limit of 1400 characters or about 200 words)

You are required to describe both the public and private benefits that will be derived from this project.

**7.3.4 Please justify the budget and in-kind contributions against the level of public and private benefit outcomes.\*** (limit of 1400 characters or about 200 words)

**Please note that 'the budget' here includes both funding sought and other cash contributions.**

Please justify why you believe that the ratio of public and private contribution in your proposed budget is reasonable.

## SECTION 8: DECLARATION

**8.1 Applicants should note that, by completing and submitting this application form, they agree to the following statements.**

Please read this set of statements carefully. By completing and submitting this application form you are agreeing to the statements within the declaration. This declaration is acceptable only in its full and unaltered form.

A hard copy of a signed declaration is not required to be submitted with the online form. By submitting the application, you will have indicated acceptance of **all** conditions in the declaration.

If you are submitting a hard copy application form you must ensure that the person who would sign the contract completes and signs the application form at this section. Original signatures must be provided.

### **Project Summary**

Please check the automatically generated summary to ensure that the information is correct.

**8.2 Do you wish to receive email updates from the Australian Government on natural resource management?\***

Please indicate if you would like your organisation to be included on the Caring for our Country email distribution list by selecting 'Yes' or 'No'. In the online application form the details of your primary contact person will be automatically generated here, if you wish to nominate someone else, complete Question 10.3.

**8.3 If you wish to nominate someone else to receive email updates on your behalf, please update the information in the fields provided.**

### **Submission**

When you are satisfied with your online application form, click '[Submit](#)'. When you submit your application, you will receive an email confirming your submission. You will **not** be able to edit your application once it has been submitted. Click '[Print](#)' to print and/or save a copy of your application for your records.

***You must submit your completed application before 5pm (AEDST) Thursday 9 February 2012***

If you are completing a hard copy application form, please mail your application to:

Australian Government Land and Coasts  
GPO Box 787  
Canberra ACT 2601

**Please note, your hard copy application must be post marked no later than 9 February 2012.**