2024 Community Stewardship Grants - Large Application

The Community Stewardship Grants are an initiative of the Western Australian Government managed though the State Natural Resource Management (NRM) Program at the Department of Primary Industries and Regional Development (DPIRD). The grants are designed to facilitate the conservation and sustainable management of the State's natural resources by supporting local community groups to undertake stewardship of natural resources in their local area.

Please read the 2024 State NRM Program Community Stewardship Grant Guidelines provided at the link below *before* you complete this form.

The 2024 Guidelines have been revised from the previous grant round with a number of changes across eligibility, eligible activities and Aboriginal engagement.

Please also read the 2024 Community Stewardship Grants - revision to guidelines regarding changes to Aboriginal consultation requirements.

Download: 2024 Community Stewardship Guidelines (4.2 MB PDF)

Download: 2024 Community Stewardship Grants - Revision to Guidelines (0.8 MB PDF)

For your application to be considered under the Community Stewardship Grants you must demonstrate that you meet the eligibility criteria; and meet the assessment criteria.

Instructions

Applications must be submitted no later than 12.00 noon AWST on Monday, 20 May 2024. Late applications will not be accepted.

- Unless specifically stated, all questions are compulsory.
- Please access and use the templates provided in each section - these have also been updated from the previous grant round, and some are compulsory.
- Complete each section as fully as possible and allow yourself time to review the application before the due date.

For your convenience, a Microsoft Word version of this application is available to download at the link below. This document may be used to prepare your answers which can then be pasted into the form. Please that formatting such as dot points will paste into the online form as Plain Text, so may not appear as expected.

Download: 2024 Community Stewardship Grants - Application preview

Applications must include:

- the final costed workplan on the template provided with sufficient information to enable assessment of value for money and relevance to the project, including details of all costs, co-contributions and outputs
- letters of support or commitment from each contributing organisation (cash or other resources or effort) which confirms the detail of what is being contributed, and the value of that co-contribution

- landholder permissions to access land where the project involves works (noting that signed Landholder Agreements will be required as a milestone deliverable for any successful project)
- detailed maps of on-ground activities which show the works planned and the landscape scale context, if relevant
- indicative quotes for any services provided by a third party, such as contractors, consultants, speakers*
- indicative quotes for grant funded assets*
- plans, diagrams, or other evidence of the strategic intent of the project
- copies of any documents that you have referenced in the body of the application
- additional written information or imagery which can provide further context or detail to support the application.

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

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

For queries about the guidelines, deadlines, or questions in the form, please contact the State NRM Office on (08) 6551 4428 during business hours or email snrmo@dpird.wa.gov.au.

Eligibility and applicant details

* indicates a required field

2.1 Are you eligible to apply?

To be eligible you must be able to meet the criteria below.

If you answer 'None of the above' to any question in this section, or you are unsure about what a question means, please contact the State NRM Team on (08) 6551 4428 or email snrmo@dpird.wa.gov.au before proceeding with your application as you may be ineligible to apply for this grant.

If your organisation is **unincorporated** (with or without an ABN) you are ineligible to apply directly for this funding, and require a Sponsor.

What type of Applicant is your organisation? *
- ○ Aboriginal community organisations including Registered Native Title Bodies Corporate (RNTBC)
- ○ Charity or Not-for-profit company or trust
- ○ Co-operative or Production Group
- ○ Incorporated Association (not for profit)
- ○ Land Conservation District Committee
- ○ Local Government Authority
- ○ Primary or Secondary School
- ○ Recognised Biosecurity Group
- ○ Regional NRM organisation
- ○ None of the above - ineligible to apply

Which WA NRM Framework priorities are you addressing? (select all that apply) *
- ☐ Sustainable management of land resources
- ☐ Maintain and enhance water assets
- ☐ Protect and enhance the marine and coastal environment
- ☐ Conserve and recover biodiversity
- ☐ Enhance skills, capacity, and engagement
- ☐ Deliver high quality planning that leads to effective action

☐ None of the above - ineligible to apply

2.2 Are you receiving any other State NRM Program funding?

Applicants with existing State NRM Program grants must be up to date with all reporting and contractual requirements by the closing date of this grant round to be eligible to apply for new funds through the State NRM Program.

Applicants with outstanding progress reports, variations or final reports/financial acquittals at the closing date of this grant round WILL NOT be considered for funding.

Do you have any current State NRM Program grants (including acquittals)? *
○ Yes - please answer next question
○ No - go to Section 2.3

Are you up to date with all reporting and contractual requirements including progress reports, variations and final acquittals from current State NRM Program funded projects, including return of unspent funding? *
○ Yes - please continue
○ No - you may not be eligible to apply. Please Contact State NRM Office to discuss.

2.3 Acknowledging the Western Australian Government's State NRM Program

All projects funded in full or in part by the State NRM Program must correctly acknowledge the funding provided by the Western Australian Government as outlined in the guide provided at the link below.

This also applies to recipients of devolved grant funding.

Download: State NRM Program Funding Acknowledgement Guide

Should my application be successful, I understand and agree to correctly acknowledge the State NRM Program in all instances including, but not limited to, the examples listed in the State NRM Program Funding Acknowledgement Guide. *
○ Yes - I agree. Please continue.
○ No - I don't agree. You are ineligible to apply.

2.4 What are your contact details?

Entity name (applicant organisation) *
Organisation Name

Name of Entity as listed in official documentation such as ABR, ACNC or ATO

Trading name (if different from the entity name) *

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Is your organisation registered for GST? *
○ Yes - GST can be provided in addition to grant funding
○ No - GST is not able to be provided in addition to the grant funding.

Applicant Primary Address *
Address

If primary address is a PO Box, please follow the instructions to manually enter an address

Applicant Primary Email *

Must be an email address.

Person completing application *

Title	First Name	Last Name

Position in organisation *

Contact number *

A landline number must include area code.

Contact email *

Must be an email address.

2.5 Is there any conflict of interest?

Applicants must declare and describe any conflict of interest (actual, perceived or potential).

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

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

Is it possible that you, your organisation, a sponsored organisation or an affiliate have a conflict of interest in this application? *
○　Yes
○　No

Please describe the situation. You should identify who has the interest, the nature of the association and any actions you have taken to mitigate this conflict of interest.

Word count:
Must be no more than 100 words.

Sponsorship details

* indicates a required field

3.1 Sponsorship (applying on behalf of another organisation)

Unincorporated groups (with or without an ABN) or incorporated groups without an ABN can seek a project Sponsor, which is an eligible organisation that applies on behalf of the unincorporated association (also known as auspicing).

Sponsorship arrangements have specific conditions, and the contract for the Funding Agreement, should the application be successful, is with the Sponsor, who also receives and distributes the grant funding.

Are you applying as a Sponsor on behalf of another organisation? *
○　Yes
○　No

Incorporation and ABN status for sponsorship availability

Considering the organisation/s to be sponsored, select the most relevant option below:

○   Organisation is unincorporated and does not have an ABN - sponsorship option is available. Please continue.

○   Organisation is unincorporated but DOES have an ABN - seek clarification from State NRM Office on 6552 2158 before continuing.

○   Organisation is incorporated but does NOT have an ABN - sponsorship option is available. Please continue.

○   Organisation is incorporated and has an ABN - sponsorship option is NOT available. The organisation must apply in their own right if otherwise eligible.

Sponsorship agreement

As a Sponsor, you are deemed to be the Applicant Organisation. You must complete and attach a signed Sponsorship Agreement for each unincorporated organisation being sponsored, using the template provided at the link below.

Download: State NRM Program Sponsorship Agreement template

Name of sponsored organisation	Signed sponsorship agreement form
Organisation Name	
Organisation Name	
Organisation Name	
Please add more rows as required.	Attach (upload) files one at a time.

Project design

* indicates a required field

Selection criteria

The merit of each application is assessed against the following criteria:

- clear NRM outcomes that align with the Community Stewardship Grant Outcomes (30%)
- evidence of local community involvement in each phase of the project lifecycle at design, planning and implementation, including engagement with Aboriginal people (30%)
- a reasonable and well justified funding request that demonstrates value for money (30%)
- sound planning and ability to manage the project (10%).

Please access the 2024 Community Stewardship Grants Guidelines at the link below.

Download: 2024 Community Stewardship Grants Guidelines

4.1 Project title and duration

Project title *

Must be no more than 8 words.

Proposed start date

Must be a date.

Estimated end date

Must be a date.

4.2 Project summary

Your summary should very briefly describe what the project is aiming to do and where it is located.

This summary will be used for various purposes including recommendations to Ministers and general promotion of your project. Please do not use acronyms or jargon.

Short project summary *

Word count:

Provide a short description (100 words recommended) of your project - what are you aiming to do?

4.3 Project need

Why is this project needed? What would happen if the funding was not available? *

Word count:

Must be no more than 300 words.

Outline the background and context to your project, and describe the problem, threat or issue your project aims to address.

Why is this project important to the local and broader community? What involvement will they have in your project? *

Word count:

Must be no more than 200 words.

Outline why this project is important to the local and broader community and describe the community benefits from the project.

Evidence of need (optional)

Attach a file:

[   ]

Attach photos, reports, or other files that show what problem needs to be addressed, if relevant

4.4 Project objectives, outcomes and activities

What are the proposed objectives and expected outcomes of the project? *

Word count:
Must be no more than 300 words.
Outline what you are aiming to achieve with your project including benefits to the environment.

How will you achieve your outcomes? What methodology and activities are you proposing? *

Word count:
Must be no more than 300 words.
Outline the methodology to be used, the activities the project will undertake, and what you plan to deliver as outputs.

How will you know if these outcomes have been achieved? What will have changed by the end of the project? *

Word count:
Must be no more than 200 words.
Describe at least three changes you will see if the expected outcomes of the project occur.

Maintenance of project outcomes

How will the changes achieved by this project be maintained in the future? *

Word count:
Must be no more than 150 words.

Describe the organisations and processes which will be in place to maintain the project outcomes.

4.5 Project risks

Identify the risks associated with the Project (that the applicant can reasonably control or influence) and include issues that may prevent the Project progressing or that may hinder the achievement of the Project outcomes being achieved. Consider and explain the steps you will take to minimise the impacts of each stated risk.

Likelihood:

Low - Unlikely to occur during the project period and with little impact on the project

Medium - Possibility of occurrence and with some impact on the project

High - Very likely to occur during the project period with potentially heavy impact

Please complete the Risk Assessment table below, or attach a copy of your Risk Management Plan to your application.

Risk Description	Risk Likelihood	Steps to Minimise Risk
Describe the risk and impact(s) on the project	(Low, Medium or High)	What is the mitigation strategy for the risk?

Risk Management Plan (optional)
Attach a file:

Upload a copy of your Risk Management Plan

4.6 Continuing projects

Justification will need to be provided as to why the continuation or addition will significantly contribute to, or improve intended outcomes.

Evidence provided should include mapping and evaluation of past works showing why continued funding is required. Mapping should show change over time. How much impact have you had to date? How much impact do you intend to have this time?

Is this proposed project a continuation of any previously funded State NRM Program grant? *
○ Yes
○ No

Please justify why continued funding is needed; why is it important to continue these activities? Please provide the project number/s and project title/s that this application will build on.

Word count:
Must be no more than 200 words.

Please attach (upload) maps, documents or other evidence that will demonstrate the impact so far, and the need for continued funding.
Attach a file:

Attach (upload) files one at a time.

4.7 Devolved grants (if applicable)

Devolved grants are a particular type of grant in which a lump sum of money is awarded to the applicant organisation, if successful. The applicant then runs their own Expression of Interest or Grant Application and assessment process prior to awarding funds/materials to private landholders to deliver the proposed works.

Are you requesting funds to run devolved grants? *
○ Yes
○ No

Why is a devolved grants delivery method considered the best approach? Briefly outline how the devolved grants will work.

Word count:
Must be no more than 200 words.

How will you assess and approve the devolved grants? What are the selection or prioritisation criteria?

Word count:
Must be no more than 200 words.

Please attach (upload) any application forms, guidelines or assessment documents that will demonstrate how you will run (or have run) the devolved grant process.
Attach a file:

Attach (upload) files one at a time.

4.8 Project location

Where will the project activities happen and why did you choose these sites? *
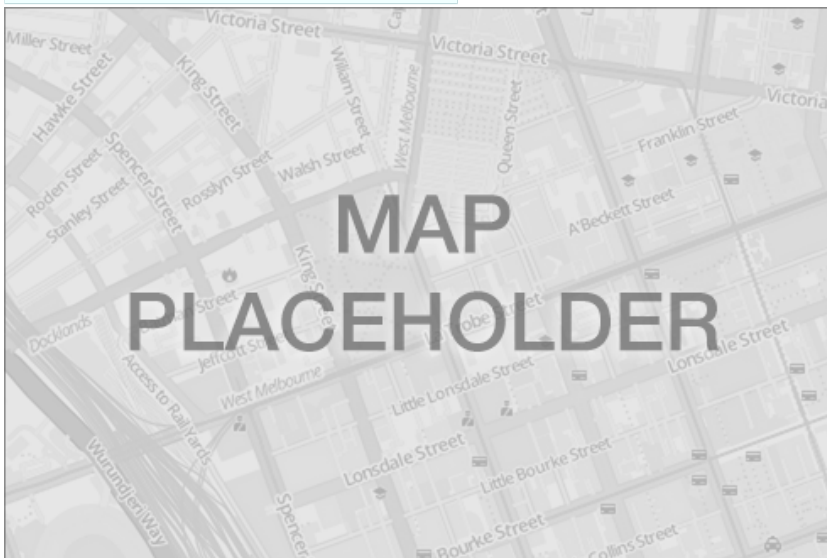
Word count:
Must be no more than 200 words.
Outline the reasons for selecting the project's location/s, considering the local and regional landscape setting.

What is the primary project location?
Address

Please provide a street address or point which corresponds to the main location of the proposed activities. If there are a number of sites with similar activities, please choose a representative location. If there is not a street address for your project location, you can use the map to select a point reference by positioning the pin.

What is the nearest town or suburb to the primary project location?

What Development Commission region/s are covered by the project? *
☐ Gascoyne ☐ Goldfields-Esperance ☐ Great Southern ☐ Mid West ☐ Kimberley ☐ Peel ☐ Pilbara ☐ South West ☐ Wheatbelt ☐ Statewide ☐ Perth Metropolitan
Select all that apply

On-ground activity mapping

Will your project involve on-ground activities? *
○ Yes
○ No

Site maps

At least one map illustrating your on-ground activities must be provided.

Good mapping helps the assessors to understand what you are trying to do. Mapping should include:

- individual maps that clearly identify the activities for each project site; and
- an overarching project map that places the project site/s in a landscape setting.

Accepted file formats include PDF, JPEG and PNG. Shape files will not be accepted. Please ensure each file is appropriately labelled so that it is clear what each map relates to.

Description of attached maps	Attach (upload) map
Please add more rows as required.	To attach multiple files, attach (upload) one at a time using 'Choose Files'.

4.9 Strategic alignment

Please name and attach or provide a URL link to any relevant plans or strategies that your project aligns with.

Name of plan or strategy	Plan attachment	URL link (if applicable)
		Must be a URL.

Stakeholder engagement

* indicates a required field

Consultation with stakeholders

One of the key assessment criteria is evidence of local community involvement in each phase of the project lifecycle at design, planning and implementation, including consultation with Aboriginal people.

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

PLEASE NOTE that DPIRD may contact stakeholders to verify information as part of due diligence during the assessment process.

5.1 Consultation with Aboriginal people

REVISED:

Applicants are no longer required to contact representatives of the Aboriginal community relevant to the Country on which they are working as part of the application process, unless there is a requirement under Native Title or Aboriginal Heritage legislation.

It is the responsibility of the Applicant to comply with relevant legislation.

Applicants are encouraged to include Aboriginal engagement and consultation within their project implementation design, and to request funding to cover relevant costs, as appropriate.

Do you have the necessary approvals and clearances required under the following legislation? *
☐   Yes - Aboriginal Heritage Act 1972 (WA)
☐   Yes - Native Title Act 1993 (Cth)
☐   No - please complete question below
☐   No, not required for this project - please complete question below
At least 1 choice must be selected.
Select all that apply. You may be asked to provide additional details during contracting if successful.

Please provide evidence of approvals and clearances under the Aboriginal Heritage Act and/or the Native Title Act
Attach a file:

If a letter of consent is not yet available, it will be required as a condition of funding.

Please outline how you plan to obtain the necessary approvals and clearances under the Aboriginal Heritage Act and/or the Native Title Act. *

Please very briefly describe why the Aboriginal Heritage Act and/or the Native Title Act do not apply to this project. *

Traditional Owner consultation and involvement

Please identify the Aboriginal people (groups or individuals) that you have consulted with or who will be participating in your project, if this information has not been provided elsewhere in your application.

Name of group or individual	Estimated number of participants	Outcome of consultation. How will they participate in your project?
	Must be a number.	

5.2 Community consultation and involvement

Please identify the community, volunteer groups, businesses or other groups that you have consulted with or who will be participating in your project.

Group or individual	Estimated number of volunteers	Outcome of consultation. How will they participate in your project?
Please add more rows below as required.	Must be a number.	

5.3 Landholder permissions

Applicants must obtain permission from the land owner and/or manager of each project site.

If there are multiple sites, then you must identify land tenure and management for each site.

Please attach evidence that you have in-principle permission to work on each property. For example, a letter of commitment or copy of an email stating that permission is given. You should ensure your landholders are aware of their commitments before they give permission for work on their property.

Successful applicants will be required to provide a signed Landholder Agreement with each landholder as a condition of funding.

DOWNLOAD: Landholder Agreement template

Site name	Who owns the land? Who is the land manager?		Evidence of permission
Please add more rows as required.			To attach (upload) multiple files, add one at a time using 'Choose Files'

5.4 Biosecurity and animal welfare

Protecting areas from pest plants, animals and diseases is highly desirable. This program encourages groups to apply for these kinds of activities, however, it is also imperative that all appropriate licenses, permits, or permissions have been sought and appropriate consultation has been undertaken.

Please see Appendix B of the Guidelines for further information on the requirements of activities which relate to biosecurity or animal welfare, including research.

Invasive Species (pest plants, animals or diseases)

To ensure that funds requested through this program do not duplicate the work of Recognised Biosecurity Groups (RBGs), evidence of consultation with the relevant RBG must be included, including information regarding priority species, and how the project will complement or extend activities already being undertaken by the RBG.

Are invasive species being addressed by your project's activities? *
○   Yes - provide details below
○   No

To ensure that funds requested through this program do not duplicate the work of Recognised Biosecurity Groups (RBGs), evidence of consultation with the relevant RBG must be included, including information regarding priority species, and how the project will complement or extend activities already being undertaken by the RBG.

If you have consulted with the relevant Recognised Biosecurity Group, please outline who you contacted and the result of the consultation.

If relevant, please attach (upload) evidence of consultation with RBG.
Attach a file:

Animal welfare

It is the responsibility of the applicant to investigate what permits and licences are required for the project, to be compliant with the *Animal Welfare Act 2002*, and *Biodiversity Conservation Act 2016* and *Biodiversity Conservation Regulations 2018*. More information can be found at the links below:

- Using animals for scientific purposes | Agriculture and Food
- Licences and permits | Department of Biodiversity, Conservation and Attractions.

Will animals be involved in or be affected by your project's activities? *
○   Yes - provide details below
○   No

What animals will be involved and how will your activities impact them? *

Word count:
Must be no more than 150 words.

Have you contacted DPIRD or DBCA regarding the relevant licenses, permits, or approvals required for your project? What were the recommendations?

Word count:
Must be no more than 150 words.

Please attach (upload) any licences, permits, approvals, protocols, animal ethics committee decisions or relevant documentation.
Attach a file:

To attach multiple files, attach (upload) one at a time using 'Choose Files'

Workplan, budget and co-contributions

* indicates a required field

6.1 Workplan

The workplan is a Microsoft Excel spreadsheet. It is a valuable planning tool to set up what resources and budget will be required to undertake the project activities, and who will be funding those resources. It is a critical component of the application that helps determine if the project is properly planned and costed, and shows the project's overall value for money.

Applicants MUST use the updated Microsoft Excel template provided in the link below. The template includes instructions and a worked example, for reference. Without a completed workplan on the correct template, your application will not be considered. Attach the completed workplan below.

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

In the workplan, applicants must:

- Provide detail on how each expense relates to activities and project delivery
- Show a cost for all expenses and resources EXCLUDING GST
- Consider the funding request limits for certain activities
- Limit the request for administration and overhead expenses to a maximum of 10% of the project's total grant request for all *other* activities
- List all co-contributions of cash and other resources, including the source, quantity and estimated value (do not include GST)
- Include at least one measure for each activity (such as, hectares of weed control, kilometres of fencing, number of participants attending an event - please access the Activity Measures and Evidence guide at the link below for more information).

For large projects:

- Provide an annual calendar or financial year breakdown (i.e. one year per page/tab)
- Check that the 'TOTALS' page/tab calculates correctly.

Download: 2024 CSG Workplan (Excel)

Download: Activities, Measures and Evidence Guide

Attach (upload) your completed workplan here *

Attach a file:

A minimum of 1 file must be attached.

6.2 What is your total grant request

All amounts entered below must match the values in your attached workplan.

Total value of State NRM Program grant request excluding GST *

$

Must be a whole dollar amount (no cents) and between 50000 and 450000.
What is the total funding support you are requesting in this application?

6.3 Co-contributions

Applications that demonstrate a greater value of co-contributions are preferred because they:

- indicate the project has good support from stakeholders
- demonstrate that considerable planning and effort that has already gone into the project
- illustrate the leveraging power of each dollar of State NRM grant investment.

Applicants should clearly identify, describe, and accurately value all co-contributions in the application and workplan.

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

Total value of co-contributions as shown in the attached workplan, excluding GST *

$

Must be a whole dollar amount (no cents).

Co-contribution commitment

If your application involves co-contributions other than volunteer time, you must provide a letter of commitment from each organisation, group, or individual that contains details of their contributions, including the value and their contact details.

This letter will be used to verify the information in your application and workplan.

Organisation and name of contact	Letter of commitment

Please add more rows as required.	To attach (upload) multiple files, add one at a time using 'Choose Files'

Total project value

Total value of project excluding GST

$

This number/amount is calculated.
This should be the same as your workplan.

Activities being funded

* indicates a required field

7.1 Salaried activities

If you are applying for grant funds to undertake salaried activities such as coordination, facilitation, project management or communication, you will need to provide solid justification to support your request. Project coordination and management expenses must be commensurate with the nature and scope of the project.

There are limitations on the funding that can be requested for salaried activities.

- Grant funded salaried positions must not exceed a base salary of $95,000 per annum in any year (excluding GST).
- The total of all grant funded positions must not exceed 1.0 FTE (full time equivalent) in any year.
- Salary on-costs (superannuation, leave expenses, payroll tax and workers compensation insurance) must not exceed 20% of the grant funded salary request.

Are you requesting grant funds to pay salaries and on-costs?
○ Yes - provide details below
○ No

Total number of employees to be funded from the grant? *

Must be a number

What is the employment status of the proposed funded employee? *
☐ Will be recruited
☐ Already employed part-time; funding will be used for additional hours
☐ Already employed but current funding due to cease

Please justify how this employee funding request will benefit overall project outcomes; what would happen if the funding was not available? *

7.2 Consultants, contractors, and suppliers

Grant funding can be used to engage consultants and contractors, or purchase materials from a supplier, if it can be demonstrated that this is necessary for the project to achieve its NRM outcomes.

Quotes from service providers and suppliers demonstrate good planning and value for money. If not provided with the application, successful applicants may be required to provide fully detailed quotes as a condition of funding.

PLEASE NOTE that if an applicant organisation, its members, staff, or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' section of the application and the questions below should be completed.

Will grant funds be used to engage contractors or consultants, or purchase materials? *
○ Yes - provide details below
○ No

Consultant, contractor and supplier details

Please provide the business name and contractor or consultant's name, or supplier contact name, and outline what services and/or materials they will be providing in the table below.

Attach any quotes you wish to include in your application. If not provided with the application, successful applicants will be required to provide formal written quotes, with a breakdown of costs, as a condition of funding.

PLEASE NOTE that if an applicant organisation, its members, staff, or an affiliate intend to provide consulting or contracting services to the project, this should be noted in the 'conflict of interest' at Section 1.2 of the application and the questions below should be completed.

Business name	Name		Services to be provided	Quote or other evidence
	First Name	Last Name		
	First Name	Last Name		
Please add more rows below as required.				

Applicant as a service provider/consultant

An Applicant may provide additional grant-funded services to the project, such as weed spraying or planting labour, however this must be fully justified.

Is your organisation proposing to provide a service to this project? *
○ Yes - provide details below
○ No

Please justify why your organisation should be considered the preferred provider of the service. Ensure that you also complete the Conflict of Interest declaration at Section 1.2. *

This can include evidence about the competitive rate or advantage that is offered over other providers (e.g. location, prior experience).

Aboriginal Rangers, Elders, and Traditional Owners

Applicants planning to contract work to Aboriginal Rangers must clearly outline how the services provided to the project consist of 'new' work outputs that are not funded through other means.

State NRM Program funding can be used to support Traditional Owners and Aboriginal Elders to participate in NRM events and work activities on Country that relate directly to an NRM outcome. Note that funding *excludes* sitting fees for boards or committees.

Will you be contracting work to an Aboriginal Ranger group? *
○ Yes - provide details below
○ No

Please identify which Aboriginal Ranger group/s will you be working with, and what services they will be providing.

Name of group	Contact person	Services to be provided

Will Traditional Owners or Aboriginal Elders be participating in your project? *
○ Yes - provide details below
○ No

Please identify the Traditional Owners or Aboriginal Elders (individuals and/or groups) and how they will participate in your project.

Word count:
Must be no more than 150 words.

State or Federal government services

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

Are you requesting funds to purchase services provided by State or Federal government agencies? *
○   Yes - provide details below
○   No

Please identify which agencies you will be working with, the services to be provided, and describe why these services are essential to the project.

Supporting information or quote(s).
Attach a file:

7.3 Assets

An asset is any single item of a **transferrable** physical nature that, if approved, will cost $2,500 or more, or a collection of smaller items which are purchased together from the same supplier as a system. Examples include grooming traps, trailers, vehicles, drones or scientific equipment. Permanent infrastructure such as fencing or signage are not considered assets.

Each asset must be listed in the workplan and, if the application is approved, up to two written quotes may be required before making the purchase.

At the end of the project, the asset will remain with the grant recipient, however, it must continue to be used for the purpose for which it was originally approved, or made available to the wider NRM community in that area.

Will you be using grant funds to purchase assets over $2,500? *
○   Yes - provide details below
○   No

Please provide detail of each asset over $2,500 including what it is, what it will cost, and why it is essential to the project.	Supporting information or quotes
	To attach (upload) multiple files, add one at a time using 'Choose Files'

Evaluation and monitoring of progress

* indicates a required field

8.1 Monitoring, evaluation, reporting and evidence

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

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

There are many different ways of monitoring, however, the level of monitoring should be consistent with the size and scope of the project. Some important points to consider when preparing your application:

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

If you have developed a Monitoring and Evaluation Framework or Plan, please attach it below.

Monitoring and Evaluation Plan (if available)
Attach a file:

What changes will you need to monitor during your project to show that the activities have been successful? *

This could include ecological improvements, behaviour change, knowledge and awareness, etc.

How will you check that the project is progressing towards the expected change? (Please select all that apply) *

☐ Camera or video footage
☐ Data collection
☐ Interviews
☐ Mapping and imagery
☐ Meeting minutes or other records
☐ Participant or volunteer registrations

☐ Photos of activities
☐ Photo point monitoring
☐ Site assessments
☐ Surveys or other assessments
☐ Other - complete section below.

If you selected 'other' please describe this technique in more detail; what will you be doing and how will it show change over time?

Word count:
Must be no more than 100 words.

Promotion and additional information

9.1 Promotion and communications

Please list below how you plan to promote the work being done in this project and communicate with your community (including acknowledgement of State NRM Program funding as outlined in the guide provided at the link below).

Download: **State NRM Program Funding Acknowledgement Guide**

Describe the promotional opportunities identified	Number anticipated during project
e.g. Newspaper article; Media release; Facebook posts. Please add more rows below as required.	Must be a number

9.2 Additional information

If there are other sources of information you have referred to in this application that are directly relevant, such as strategies, plans or reports, please attach them below. You may also attach additional project design information.

Attach any other documents here	Please describe how this document is relevant to your application
Please add more rows below as required.	

Feedback

* indicates a required field

Thank you for applying for a State NRM Program Community Stewardship Grant.

Any feedback you can provide on our application process or how we promote these grants is greatly appreciated.

Where did you hear about this grant program? *
☐ Email from State NRM Office
☐ Facebook, Twitter or other social media platform
☐ Local landcare group
☐ Regional NRM body
☐ State NRM Program page on wa.gov.au website
☐ WA Landcare Network
☐ Word of mouth
☐ Other:

Please pick at least one response

How easy was this form to fill out? *
○ Very easy

○ Easy
○ Neither easy nor difficult
○ Difficult
○ Very difficult

We are always trying to improve our application process, and genuinely appreciate your input. Do you have any feedback for us?

We encourage you to be frank and fearless!

Declaration

* indicates a required field

General statement

Any person who knowingly and with intent to defraud the WA Government, submits an application for assistance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent act, which is an offence under the Criminal Code (WA).

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify the Department of Primary Industries and Regional Development (State NRM Office) of any changes to this information and any circumstances that may affect this application.

I acknowledge that the Department of Primary Industries and Regional Development may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

I understand that the Department of Primary Industries and Regional Development is subject to the *Freedom of Information Act 1992 (WA)* and that if a Freedom of Information request is made, the Department of Primary Industries and Regional Development (State NRM Office) will consult with the applicant before any decision is made to release the application or supporting documentation.

I understand that this is an application only and may not necessarily result in funding approval.

I understand that if successful, I will be required to complete a Project schedule and sign a Funding agreement outlining the terms and conditions on which the grant will be provided.

I confirm that I have read and agree to the above *
○ I confirm

I authorise the Department of Primary Industries and Regional Development to seek any additional relevant information that may be required to assess and process this application *

○   I consent

I confirm I am authorised to make this certification on behalf of the entity listed as the Applicant. *

○   I confirm

Authorised Representative *

Title   First Name   Last Name

Position in organisation *

Phone number *

Email *