ACT Environmental Grants Program Application Form

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About the Program

This application form is for the ACT Environmental Grants Program which includes the Environment and Environmental Volunteer Assist Grant streams.

The program provides an opportunity to support and empower the community to address environmental issues, restore and conserve natural places that are special to them, and engage other community members to do the same. The program helps to builds community awareness and assists with the capacity of the community that play a valuable role in caring for the environment of the ACT.

The ACT Environmental Grants Program Guidelines are available at: <u>https://www.environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants</u>

If you have any questions, issues or concerns in regards to the grants contact the Grants Coordinator, on 02 6205 9269 or by emailing: actnrm@act.gov.au

If afterhours and you have a technical issue please contact Smarty Grants directly by emailing service@smartygrants.com.au or phoning 03 93206888.

How did you hear about the 2024-2025 ACT Environmental Grants Program?

We would like to be able to gauge our exposure for the Grants Program. Please select the option where you heard about the Grants Program.

How did you hear about the Grants Program *

- \bigcirc Other:
- environment.act.gov.au
- Facebook
- Media and Radio
- Local Environment Groups
- O Regional Agriculture Landcare Facilitator Newsletter
- Previous Applicant

Application Prerequisites

Applications close: 11:59pm on Thursday 28 March 2024

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, it is important that you make yourself familiar with all of the requirements to be included in your application.

Before filling out this application please confirm: *

☑ I have read and understood the ACT Environmental Grants Program Guidelines.

 \square I am able to demonstrate alignment between my project and the funding priorities of the grant program.

My organisation is incorporated, or is sponsored by an incorporated organisation for this application.

☑ My project is located in the Australian Capital Territory.

I am able to demonstrate financial viability of the project and the organisation I am representing.

☑ I am not representing a political party, or government agency.

☑ My organisation (or sponsor) is prepared to enter into a deed of grant with the ACT Government.

PLEASE NOTE: All boxes must be selected to meet the eligibility requirements to proceed with this application

Contact Details

* indicates a required field

Privacy

I/We pledge to respect and uphold your rights to privacy protection under the <u>Australian</u> <u>Privacy Principles</u> (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to:

https://www.planning.act.gov.au/about-us/privacy

Application Summary

Name of Applicant *

Molonglo Conservation Group

If you are an individual or other non-incorporated applicant you will need to lodge your application through an incorporated organisation (Sponsor) (See ACT Environmental Grants Program Guidelines).

Does your application need sponsorship? *

○ Yes ● No Refer to sponsorship in the ACT Environmental Grants Program Guidelines.

Project title * Friends of Magpie Hill Park Group Training

Primary contact details

Please insert name of primary contact for the project *

Elyssa Castles This is the project manager within the incorporated organisation or sponsor responsible for delivering the project.

Position within organisation

Project Officer This is the project manager within the incorporated organisation (the Sponsor).

Address *

Dairy Rd Fyshwick ACT 2609 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required. If you project requires sponsorship, this is the address of the sponsor.

Phone Number *

0423 732 282 Must be an Australian phone number. If you project requires sponsorship, this is the phone number for the primary contact from the sponsor.

Contact Email *

elyssa.castles@molonglo.org.au Must be an email address. If you project requires sponsorship, this is the email address for the primary contact from the sponsor.

Application type - Incorporated organisation

* indicates a required field

Incorporated organisation

5. ABN and GST registration * 78 210 867 987

78 210 807 987			
Information from the Australian Business Register			
ABN	78 210 867 987		
Entity name	Molonglo Conservation Group Incorporated		
ABN status	Active		
Entity type	Other Incorporated Entity		
Goods & Services Tax (GST)	Yes		
DGR Endorsed	Yes (Item 1)		
ATO Charity Type	Charity More information		
ACNC Registration	Registered		
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption		
Main business location	2620 ACT		
Information retrieved at 2:56pm yesterday			

Must be an ABN.

Statement about the Applicant

Please provide a statement outlining the principal aims and objectives of the applicant. *

Molonglo Conservation Group is a not-for-profit coordinator of Landcare and Park Care groups within the Molonglo Catchment and Southern tablelands of southern NSW and the ACT. Our work focuses on implementing programs that restore landscapes, enhance knowledge, and build community capabilities. Our activities cover urban, peri-urban, rural and conservation landscapes.

The Group's main aim is to implement the Molonglo Catchment Strategy 2015-2030 (approved initially in 2005 and revised in 2015) so as to guide stakeholders in achieving natural resource management targets set out in the ACT Natural Resources Management Plan and the Murrumbidgee Catchment Action Plan. The Strategy supports and complements the ACT Government's 2016 Draft ACT and Region Catchment Strategy. The MCG Catchment Strategy aims to realise 5 key long term outcomes based on resilience thinking and a landscape based approach to catchment management. They are:

- Protection of and improving healthy soils
- Adoption of best practise environmental behaviour
- Increased extent, connectivity & condition of native vegetation managed for biodiversity
- Community Stewardship

• Viable & resilient communities

Must be no more than 200 words.

Project Description

* indicates a required field

Funding Stream

Funding Stream Applying for: *

Environment Grants

Environmental Volunteer Assistance Grants

Please refer to the ACT Environmental Grants Program Guidelines to select the Funding Stream for this round of Grants. IMPORTANT: You can only apply for one stream per application but you can make multiple applications for each Stream ensuring you address the Funding Priorities for each Stream.

Project Term

All projects are for a maximum of 12 months and if your application is successful and will commence from the Date of the signing of the Deed of Grant.

Project Description

Please provide a description of your project, its intended outcomes and how it aligns to the funding priorities for the stream you are applying for. Make sure you provide accurate facts and information about your project. The funding priorities for each stream can be found in the ACT Environmental Grants Program Guidelines.

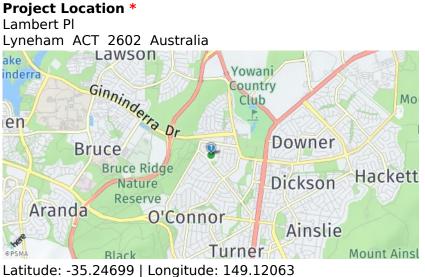
This information may be used to showcase your project for media or communication purposes should your application be successful.

Project Description *

Friends of Magpie Hill are seeking funding to engage ecologists and experts to conduct training sessions with the volunteers. Specifically, the group are interested in learning more about grass identification, both native and invasive, and bird identification and reporting

including habitat, hollows and nesting conditions.

Must be no more than 250 words.



Only applicable to on ground work

Addressing the Merit Criteria

* indicates a required field

Project Merit Criteria

Your application will be assessed against the merit criteria as described in the ACT Environmental Grant Program Guidelines. These include:

- Alignment with funding priorities.
- Feasibility and effectiveness.
- Project planning.
- Value for money.
- Community engagement.

More information about each of these can be found in the ACT Environmental Grant Program Guidelines .

You must address all merit criteria for your application to be valid.

Merit Criteria 1: Alignment with funding priorities.

For Merit Criteria 1 please only answer the question related to the stream you are applying for. If you would like to apply for additional streams please submit additional applications.

For more information please refer to the ACT Environmental Grant Program Guidelines or contact the ACT Environment Grants Coordinator.

Merit Criteria 1b: Alignment with Funding Priorities for the Environment Volunteer Assistance Grants

Please indicate which of the funding priorities are relevant to your project

- ☑ Understand environmental issues important to a volunteer site.
- $\hfill\square$ Enhance the recruitment of new volunteers.
- $\ensuremath{\boxdot}$ Increase skills to tackle environmental issues at a volunteer site.
- $\hfill\square$ Plan future works on a volunteer site.

Please describe how your project aligns with funding priorities selected improves the environment under the Environment Volunteer Assistance Grants stream Friends of Magpie Hill Park Group are an active volunteer group that are interested in better understanding environmental issues that are important to the immediate environment including grass species and bird identification and recording. Building this knowledge base will increase their skills to better determine actions that positively impact the environmental conditions of the park, for instance better understanding how to recognise invasive grass species and act quickly to conserve higher quality areas, or to recognise Tawny frogmouth nesting areas and ensure they are protected ongoing from removal or destruction. Building the knowledge and confidence of the group to make informed decisions on site without needing to wait for ecologist intervention is important for the community and for the environment at Magpie Hill.

This project is directed to increasing the knowledge base of our volunteer group through two site specific training sessions in the following areas:

Native Grasses and exotic grasses identification and best treatment training

While we have organised seasonal sessions with a local botanist who has assisted us with plant lists for the park (including a number of native grasses and exotic invasive grasses) and with their identification, we would like to increase the expertise within our group to make our volunteer work more effective. To date we have greatly increased the regeneration of Kangaroo Grasses and other native grasses in our regeneration plot by weeding. We have removed exotic grasses in particular African Love Grass and Chilean Needle Grasses over the last 2 seasons. We would like to know how best to tackle these grasses on a relatively small scale while maintaining the expansion of our native grasses.

Plant ecologist Michael Doherty noted that our Park natural regeneration Plot has a surprising amount of Kangaroo Grass (the result of the last 2 years volunteer efforts) and that this was very pleasing in an urban park.

Local birds of Magpie Hill Park and future scenarios training

Magpie Hill Park is in the vicinity of O'Connor Ridge Nature Reserve and as such is an important puzzle piece in the wildlife habitat in our suburb. As an example, we have a pair of nesting Tawny Frogmouths which one volunteer has noted in the Park for the last 15 years. Another of our volunteers keeps a list of birds he notices visiting the Park.

We would like to increase the knowledge of our volunteer group to both identify bird sites within the Park, season variation of visiting birds, and how to best record our observations for relevant groups such as NatureMapr and E-Bird. Training would be directed to both identification of birds and their preferred habitat and how we could plan to improve our Park habitat in future years.

Must be no more than 500 words.

Merit Criteria 2: Feasibility and Effectiveness

In this section of your application you must address the following statements in regard to the feasibility and effectiveness of your project:

- 1. What is the problem you have identified and how will your project help address that problem?
- 2. Does your project include on-ground work? If yes please provide information about:
 - the proposed scale and scope of on-ground activities using quantifiable measures. e.g. number of hectares to be revegetated and number of stems to be planted.
 - evidence of current condition of the site(s) you propose working in. This information will be used as a project baseline and enable the project to be monitored and assessed.
 - a photo showing the current condition of your site.
- 3. Provide any site maps or plans that further conveys the effectiveness of your project, please upload.

Merit Criteria 2: Feasibility and effectiveness of your project *

1. The identified issue is the lack of knowledge where it comes to issues directly pertaining to the site. Magpie Hill is dominated by grasses, the group wishes to build their knowledge of which species are native and which are invasive and require control, and how best to control certain grass species. Magpie Hill is also home to a wide variety of birds, though none of the group members are currently recording species they identify on e-bird or similar. This recording includes direct sightings, hollows and nesting sites and nesting material uses. This information will empower the group to make guided decisions about the care of their site ongoing as well as conserving relevant habitat for bird reproduction.

The Friends of Magpie Hill Park have built on the information they have gathered over the last 2 years from local experts to enhance the range of plants and expansion within our regeneration plot mainly through no mow zones and the removal of both invasive and exotic weeds especially ALG and CNMG. t.

Given the good conservation values of our regeneration plot (noted by Allan McLean of TCCS), site specific training sessions for our volunteer group would be both beneficial to us and productive for our Park care activities.

Training sessions could be completed within a 12 month period with relevant experts and the sessions could be delivered at one of our volunteer sessions (held once a month) or at a specific time to suit as many volunteers as possible. Must be no more than 500 words.

Attach supporting documents *

Filename: IMG_3938.jpg File size: 4.7 MB This could include site maps, current condition, plans etc.

Merit Criteria 3 - Project Planning

In this section of your application, you must demonstrate that you have effectively planned your project. There is three steps to this criteria:

- 2. Post project maintenance.
- 3. Monitoring and evaluation.

^{1.} Project plan.

Merit Criteria 3a: Project Plan

Complete a project plan which shows the steps involved in undertaking your project including:

- Key Steps/Activities (eg. weed treatment, recruitment of volunteers)
- Description of activity (eg. engage weed contractor, promotion of volunteer come try day)
- Timeline/Key Dates (eg. prior to planting day, Spring 2024)

Key step/activities	Activity	Timeline/Key Dates	Description
Training Session 1	Engage ecologist on- site	September 2024	Grass species iden- tification training including control methods for invasive grasses that threaten ecological health of the park.
Training Session 2	Engage ecologist on- site	October 2024	Bird identification training including habitat conditions, nesting and mapping skills

Merit Criteria 3b : Maintenance of your project post end date

Please describe how the outcomes of your project will be maintained after your project is completed.

In 200 words or less describe how you will maintain the Project post project end date. *

If successful our grant application would provide us with relevant training and an information pathway to help us in improving the native diversity of our Park and increasing local information about bird life in our Park. If successful our grant application would provide us with information and a pathway to allow us to apply for future grant proposals with newfound knowledge about issues that are directly pertinent to Magpie Hill. Our Friends of Magpie Hill Park Group would use some of their regular volunteer session activities (once a month) to build off the gained knowledge, share recordings and potentially develop further grant proposals in conjunction with Molonglo Conservation Group to continue conservation efforts.

Must be no more than 200 words.

Merit Criteria 3c: Monitoring and Evaluation of your Project

Please describe how you will monitor and evaluate your project. How will you determine if you have achieved your outcomes?

In 200 words or less describe how you will monitor and evaluate your project *

As the purpose of our grant application is to develop knowledge about our Park, the ongoing maintenance and further development of our existing plant lists and the development of more formal bird lists for the Park would be a sign of how our training has developed our knowledge. We would also like to increase members knowledge of and use of reporting apps such as NatureMapr and E-Bird. This would also be an indication of the increase in volunteers' knowledge and be of assistance to the ACT Government in future environmental and urban planning within the suburbs.

A significant outcome for our volunteers would be the expertise and confidence in identifying exotic grasses of note and how to best remove them safely from our regeneration site and more broadly our Park.

Note: Magpie Hill Park in Lyneham is a location on NatureMapr. Must be no more than 200 words.

Merit Criteria 4: Value for money

In the project budget below you must include the grant amount sought, and all other sources of funding, in-kind contributions, and volunteer and paid labour. The program is looking to gage a true value of the whole project particularly to determine value for money.

Merit Criteria 4a: Project Budget

In the budget below , you must:

- 1. Provide an itemised budget of all expenses and a justification of how the items of expenditure are calculated.
- 2. Include all sources of funding, as well as any in-kind contributions to enable the full scope of the value of the project to be ascertained.
- 3. When funding relates to externally sourced quotes for goods and services please include figures that are GST inclusive. All other figures should be GST exlusive.
- 4. General volunteer labour can be costed at \$41.72 per hour.
- 5. Specialist labour can be costed at current average industry rates.
- 6. A maximum rate of 10% of total grant funding sought may be attributed to administrative costs.

ltem	Basis of costing	Grant Funding Requested	Applicant Contribution	Budget
eg, plants, weed contractor, mate- rials, equipment hire, communica- tions, admin costs etc labour	eg, cost of seedlings, cost per hectares of treat- ment, contracted hours, volunteer hours)	(GST Inclusive for goods and ser- vices) Must be a dollar amount.	Must be a dollar amount.	This num- ber/amount is cal- culated.
Workshops	2x workshop guest speak- ers, catering, function require- ments	\$4,000.00	\$0.00	\$4,000.00

Administration	10%	\$400.00		\$400.00
Volunteer En- gagement	\$41.72 x 10 volunteers x 6 hours		\$2,503.20	\$2,503.20
Delivery of activ- ities	\$41.72 x 10 volunteers x 6 hours		\$2,503.20	\$2,503.20

Total Funds Requested

Total Applicant Contribution

\$4,400.00 This number/amount is calculated.

\$5,006.40 This number/amount is calculated.

Total Budget

\$9,406.40 This number/amount is calculated. What is the total budgeted cost (dollars) of your project?

Merit Criteria 5: Community Engagement

In this section of your application, please indicate:

- 1. An estimation on the number of community member (including Volunteers), you intend to engage in your project.
- 2. What the demographics of these community members are.
- 3. How you will engage these community members? Workshops? On ground activities?
- 4. How will the projects and outcomes be communicated to a wider audience?
- 5. What other groups or organisations you are partnering with (optionally attach any letters of support).
- 6. What each partner/s is/are responsible for or contributing to your project.

Merit Criteria 5: Level of Community and Stakeholder Engagement *

We have 6 to 10 regular volunteers in our group and around 60 local residents who receive the Park Care newsletter sent out once a month with our activities and nature happenings in the Park. They are keen to see something happen to remediate our erosion site.

Our core volunteers are mostly retired residents although some of the younger residents of the local flats and younger families around the Park volunteer when they are available. We have about 60 recipients on our monthly Park newsletter and will use that means to contact community members for consultation activities as part of the site development project.

We can also promote the project of the Magpie Hill Park Group through the Lyneham Community Association Newsletter.

We are partnering with the Molonglo Conservation Group for this project. Must be no more than 500 words.

Attach letters of support (optional)

No files have been uploaded

Approvals, Authorisations and Licencing

* indicates a required field

Land Manager/Owner Support for Project

Please upload the appropriate evidence that the Land Manager or Land Owner supports your project. More information about approvals can be found in the ACT Environmental Grants Program Guidelines.

Does your project include work on land which is not owned by you? * $_{\bigcirc}$ Yes $_{\textcircled{\mbox{\scriptsize 0}}}$ No

Please note at the application stage we only require evidence of project support from the Land Manager or Land Owner. If successful you will be required to submit any full approvals, authorisations or permits that may be required for your project to proceed to the appropriate ACT government agency.

Additional Approvals or Authorisations?

Does your project require additional approvals or authorisations. Example could be if your project is on sites which are of cultural or heritage significance.

If unsure please contact the ACT Environmental Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate approvals or authorisations.

Does your project require additional approvals or authorisations? * \bigcirc Yes \bigcirc No

If yes, please refer to the ACT Environmental Grants Program Guidelines guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed.

Licences

Does your project require additional licences in order for it to proceed? Example could be is if you have a project where their is interaction with native plants and animals?

If unsure please contact the ACT Environment Grants Coordinator to discuss your project.

Please allow sufficient time to obtain the appropriate licences.

Does your project require additional licences? *

○ Yes ● No

If yes, please refer to the ACT Environmental Grants Program Guidelines for more information. If you havent recived required documentation in time, please submit evidence that the process has been started. If successful you will be required to submit your final documentation before your project can proceed

Risks and Mitigations

* indicates a required field

Determine the potential risks to the project.

There are four steps to fill out the risk assessment bellow:

- 1. Firstly in the risk assessment below detail any issues, risks, constraints or knowledge gaps that may inhibit the project achieving its objectives in the table below.
- 2. Then estimate the consequence and likelihood of each of the risks identified and put them in the risk assessment.
- 3. Then using the risk matrix at the bottom of the page identify the risk level (Low, Medium, High, Extreme) of any potential risks to the project and put that in the assessment.
- 4. Finally describe how you will respond to the risks identified in the project.

If you need assistance with the form please contact the ACT Environment Grants coordinator.

Example: Identified Risk: Dry conditions impacting plants; Consequence: Major (the planting could fail; Likelihood: Likely (Canberra gets hot); Risk Level: Extreme (Could jeopardise the project outcomes); Response: Monthly supplementary watering over summer.

Project Risk Assessment

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
The description should provide an understanding of the context of the risk, as well as its likely cause and possible conse- quence				What will you do to mitigate or man- age the risk? How does the project design address the risk
Hazardous con- ditions or ex- treme weather	Moderate *	Possible *	Low *	Postpone sched- uled event until weather permits
events impact- ing ability to car- ry out on-ground works				safe conduct

Presence of dan- gerous animals or plants	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential haz- ards including snakes and Euro- pean wasps. Necessary PPE and First Aid
COVID 19	Moderate	Possible	Low	Maintain safe distance and practice healthy hygiene
Slips, trips, falls	Moderate	Possible	Low	Tool box talk at the beginning of each workshop or working bee to identify any potential haz- ards including uneven surfaces and unstable ter- rain. PPE where necessary
Total Fire Ban	Moderate	Possible	Low	All activities will be postponed until deemed safe by fire au- thorities
Chemical Use	Moderate	Possible	Low	Use of chemicals and spraying to be done only by certified person- nel, notification to neighbouring community to be made at time of use

Risk Matrix

Note: The following table shows correctly when completing the on-line application form. Using the following risk matrix determine the risk level of your identified risks in the risk assessment above:

Consequence

Insignificant Minor Moderate Major Severe Likelihood Almost Certain Medium High High Extreme Extreme Likely Medium Medium High Extreme Extreme Possible Medium Medium High High Extreme Unlikely Low Medium Medium High High Rare Low Low Medium High High

Insurance

* indicates a required field

Evidence of Public Liability Cover of Sponsor

Refer to the ACT Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory and they will be required to provide evidence that they either have:

- a current public insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a public insurance policy with a minimum cover of \$10 million.

Evidence of Insurance Cover *

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf File size: 109.5 kB

Upload a current Public Liability Insurance policy (Certificate of Currency) or a valid quote for a Public Liability Insurance with a minimum of \$20 Million

Evidence of Level of Volunteer Accident Insurance Cover Insurance Cover

Refer to Environment Grants Program Guidelines - Insurance.

If you are successful with your application your organisation or Sponsor will be required to enter into a Deed of Grant with the Territory. If your project utilises a volunteer base, your Sponsor will be required to provide evidence that they either have:

- a current Volunteer Accident Insurance policy with a minimum cover of \$10 million (Certificate of Currency); or
- has obtained a valid quote for a Volunteer Accident Insurance policy policy with a minimum cover of \$10 million.

Evidence of Insurance Cover

Filename: Certificate of Placement Landcare - Liability AUS (1).pdf File size: 109.5 kB

Upload a current Voluntary Workers Insurance policy (Certificate of Currency) or a valid quote for a Voluntary Workers Insurance policy with a minimum of \$10 Million

CHECKLIST

* indicates a required field

Before submitting your application please ensure that:

*

 $\ensuremath{\boxdot}$ You have completed all sections of the application form applicable to your project.

☑ You have uploaded approvals from landholder/managers to conduct your project on their land (Required as part of your applications eligibility).

☑ If applicable, you have uploaded copies of any authorisations required (Example: ACT Heritage support/agreement).

 $\ensuremath{\boxdot}$ If applicable you have uploaded copies of location of the specific area you intend to undertake your project.

☑ You have uploaded all documentation in relation to Public Liability and Volunteer Workers Insurance (Certificates of Currrency).

 \square If applicable , you have uploaded all relevant licences that may be required for your project (Example interacting with Native Plants and Animals).

If you are an individual or non-incorporated organisation, you have uploaded letters of agreement from your Sponsor (Incorporated Organisation)

☑ You have completed all Sections relating to the Merit Criteria.

Please tick each statement that is applicable as verification of your completed application

Authorisation

This section must be completed by an appropriately authorised person on behalf of the applicant (the Sponsor) or Incorporated Organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

If successful, I certify that we are eligible to enter into a Deed of Grant with the ACT Government and understand the implications and obligations of the funding.

I agree *

Name of authorised person (Sponsor or Incorporated Organisation) *

Dr Karen Williams Appropriately Authorised Person for the Incorporated Organisation

Position *

President Position within the Incorporated Organisation

Contact Phone Number *

0427 803 896 Contact Number of the Authorised Person of the Incorporated Organisation

Contact Email *

president@molonglo.org.au Must be an email address. Email address of the Incorporated Organisation

Date * 28/03/2024 Must be a date.