



Landcare Grant Guide

Grants for Landcare on Cape York Peninsula

Cape York Landcare Program is providing Landcare Grants of up to \$15,000 to help land managers and community groups promote sustainable landuse. The grant program is funded by the Australian Government through the National Landcare Program (NLP). National Landcare Program investment is about increased profitability, competitiveness and sustainability of Australian primary industries.



Landcare Program P.O. Box 3 Cooktown Q 4895,
Tel: 07. 4069 5046, landcare@capeyorks.com



Australian Government

Department of Agriculture, Fisheries and Forestry
National Landcare Program

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Who can apply?

Land managers and community groups, (incorporated groups or groups with the support of incorporated bodies) proposing to undertake landcare activities within the Cape York Peninsula NRM region. Land managers include any landholder(s), principle lessee, or person with written authority of the landholder or principle lessee of an actively operating property.

Community groups will need to provide written support for the project and proposed activities from the holder(s) of the land where the proposed activities will be undertaken.

Applications will be assessed on merit, with preference not automatically being given to first time applicants. However, if you or your organisation have received a Landcare grant previously from the CYP Landcare Program or another source, details of satisfactory completion of previous funded projects will be required.

What activities are eligible?

1. Controlling stock access to natural waters, such as waterholes, river frontage areas, swamps and springs, by installing fences and off-site watering points.
2. Implementation of spelling and burning programs to control timber thickening and weeds (where fire is an appropriate management tool for particular weed invasions).
3. Implementation of wet season spelling programs and management of stocking rates by additional fencing and/or stock watering facilities to improve land.
4. Management techniques (such as stock exclusion if appropriate) to protect unique habitats.
5. Re-adjustment of existing paddock fence lines to improve stock and traffic movement (eg. laneways), to aid management in fire situations, and manage weed spread and erosion control.
6. Feral animal and weed control as part of management activities to prevent further decline in land condition and to protect unique habitats and threatened animals, where the property has a Property Pest Management Plan (PPMP) or the applicant is committed to complete a PPMP.
7. Rehabilitation activities including breakaway recovery, slope stabilisation, and replanting with natives if native species do not recover.
8. Technical support for the practical implementation of landcare activities.

What activities are NOT generally eligible for funding?

1. Purchase, lease or acquisition of land.
2. Purchase of computer hardware and software, photocopiers, GPS equipment, media equipment including videos, cameras and projectors, motor vehicles, and aircraft.
3. Day-to-day operating costs.
4. Standard boundary fencing that would fall within a land manager's normal responsibilities.
5. Purchase of equipment or materials that are normally part of a land manager's responsibility for the management of their property.
6. Activities that include the establishment of plants that are known, or could become, environmental or agricultural weeds.
7. Expert advice where this could be sourced at no cost from Government agencies or landcare staff.

8. Subsidies for commercial operations, e.g. commercial nurseries or tree plantations, normal pasture improvements or control of feral animals as an economic production.
9. Projects to beautify or improve an amenity, e.g. landscaping a garden.
10. Activities that have already been completed.
11. Day-to-day administrative and accounting costs, incorporation, insurance, office accommodation, telephone and other overheads.
12. Food and accommodation, camping equipment, refrigeration etc..
13. Activities for mostly private benefit, e.g. household water supply.

What project costs can you claim for in your application?

Applicants can claim for, but are not restricted to, the cost of:

- Fencing materials that meet Australian Standards (max one 12ft gate every 5km)
- Use/ hire of machinery necessary to the project
- Freight on project materials
- Native plant seed/ seedlings
- Purchase of piping, troughs, tanks etc for off-site watering points
- Dam construction.
- Project management

Applicants will need to provide **two** quotes for equipment and material costs with their application form and keep the tax invoices for all their purchases paid for with Landcare Grant funds. Copies of the tax invoices will need to be provided with the grantees Final Report on the project.

What will you need to contribute to the project?

You will need to provide an in-kind contribution to the project of a dollar value equal or greater than the total funds you are requesting from the Landcare grant program. You will be able to estimate this from the Work Plan on your Application Form. Your in-kind contribution can include your labour at \$30/hr and hire of your machinery at current commercial rates.

What will be your responsibilities?

You need to spend the Landcare funds as outlined in your application form.

You will need to

1. keep a record of your actual in-kind commitment while undertaking the project,
2. keep a record of your additional expenses directly related to the project but not covered by the Landcare grant
3. complete your project within the timeframe specified in your Work Plan in your Application Form (the maximum project period is 6 months) and provide the CYP Landcare Program with a Final Report on your project within 30 days of completing your project.
4. spend the grant funds as budgeted in your application
5. contact and request a variation to your project from the CYP Landcare Program if there are delays in undertaking the proposed work and/or you need to alter the proposed activities you detailed in your application form

6. Keep all your tax invoices for materials and equipment hired, freight and fuel funded through the Landcare Grant. If the invoices show other materials purchased you will need to highlight the materials purchased specifically for the Landcare project. In your Final Report you will need to reconcile the items listed on the invoices with the Landcare Grant funds provided and return any unspent funds (including GST) to the CYP Landcare Program to be available for other landcare projects
7. be prepared to allow access to the site for a final inspection of your project by Landcare Staff and a member of the Landcare Program advisory committee, (Peninsula Landcare Committee) and, if appropriate, Landcare organised field days, and
8. other requirements as specified in the standard Funding Agreement between you and Cook Shire Council, who are managing the funds

A copy of the Funding Agreement and Final Report is enclosed in your Landcare Grant application pack. Please take the time to read the contract before submitting your application.

Can you get help with designing your project and completing the application?

Your first step is to fill in the Expression of Interest form and post, email or fax to the CYP Landcare Program. The Landcare Coordinator will then phone you to discuss the project and can then arrange with you a site visit. During the site visit you can discuss your proposal, the coordinator can help you complete the application form and also describe how your application will be assessed and what requirements you will need to meet if your project is approved for funding.

The Landcare Office is in Cooktown phone 4069 5046
PO Box 3, Cooktown, Q4895, (email landcare@capeyorks.com).

How will your application be processed?

All projects will be assessed by members of the Peninsula Landcare Committee using set criteria to assess the importance of the natural resource management issues being addressed, achievability, commitment shown by the applicant, and ongoing benefits to our environment and to sustainable property management. The Committee will also check that you have provided copies of required permits and correspondence showing compliance with State Government legislation.

How will you be paid?

Landholders registered for GST will be paid the funds requested in their budget plus GST. You will be funded eighty (80%) of your Landcare funds on receipt of the documentation required and the remaining twenty (20%) on the satisfactory completion of the final report on your project and completion of a site inspection by a Landcare staff member and/or a member of the CYP Landcare Program advisory committee, (Peninsula Landcare Committee). If applicants do not provide a Final Report within **6 months** of signing the contract the CYP Landcare Program reserves the right to withhold the 20% funding allocation and return it to the CYP Landcare Program general funds.

Landholders will need to provide a Tax Invoice for the grant showing the requested amount plus GST. Landholders not registered for GST will receive the funds requested without GST added. They will still be required to provide an Invoice but without the GST added.

How will you monitor the changes occurring to the natural resources resulting from your project?

Setting up a simple monitoring program for your project lets you see, measure and record the changes that occur as a result of your hard work and is required as part of the Landcare Funding Agreement with you.

Excellent information on monitoring techniques can be found on the Natural Heritage Trust Envirofund web page: <http://www.nht.gov.au/envirofund/index.html> and from Grass Check, a QDPI&F Grazier Rangeland Assessment tool.

Your monitoring should be able to measure before and after changes if they occur, but generally changes are likely to take several years to occur, and you therefore need to plan a long-term monitoring program.

Monitoring does not need to be particularly time consuming or complicated. Often fixed photo-monitoring points are ideal. Have a chat with the Landcare Facilitator about what technique may be suitable for your project.

Help with some of the questions in the application form

Question 14. Property-wide sustainable management

If you are a landholder (as defined in 'Who can Apply') you need to demonstrate that the proposed activities will be occurring within a property-wide sustainable management plan. This is a requirement of National Landcare Program funding. For example you may have an existing or 'under development' property plan, SavannaPlan or grazing land management (GLM) program, or you may be undertaking fire management and a weed and feral animal management planning.

Question 19. Your Project Budget

One of the best ways of working out your budget is to go through your Work Plan (question 17) and use the activities listed to work out what materials and equipment you will need and your predicted in-kind commitment to the project.

Your Applicant or In-kind contributions can be financial contributions or in-kind support in the form of labour by you or your employees in implementing your project at a standard rate of \$30 per hour. You can also include

- Project management and monitoring
- Completing your Final Report
- hire of machinery at standard commercial rates (insert costs in Contractors section of budget)
- use of your own equipment like dozer, post hole diggers, your vehicle etc (put down commercial hire rate using the Equipment Hire section of the budget)
- freight on materials at standard commercial rates, if not claimed in the funding application
- fuel directly attributed to the activity, if not claimed in the funding application and not included in the hire rate
- office costs directly attributed to the activity
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Please use all the relevant categories listed in the budget table.

Here's an example of how to fill in the table using fencing wire and your own equipment

Activity to be funded	Description of item, quantity & cost per unit	A.	B.	C.		D.
		Applicant contrib. (in-kind) \$	Landcare funding sought \$	Contrib. from other Organisations \$	Org.	TOTAL activity costs A+B+C \$
Equipment hire (show size) eg tractors,	CAT 966 Loader 28 hrs. @ \$100/hr	2,800		none		2,800
Fencing Materials:	Barbed Wire 210 rolls 1.80 HT @ \$50 per roll		10,500			10,500
Total costs for the project A+B+C		2800	10,500			13,300

Question 20. NR&M Approvals and Consultation

To help you meet government requirements for any on-ground works you plan to undertake with landcare funding we have included a section in the application form called NR&M Approvals and Consultation. We recommend that you contact the Landcare Coordinator for help with this section of the application. CYP Landcare has copies of most of the government application forms you may require.

If you are proposing to put in a new fence line or dam with funds from the Landcare grant you will need to check if the land has been identified as a Remnant 'Endangered' or 'Of Concern' Regional Ecosystem (question 20). Remnant 'Endangered' or 'Of Concern' Regional Ecosystems have high conservation significance. Therefore it is preferable to locate fences and dams outside these areas. Your area may or may not have been mapped as yet.

Area with Regional Ecosystem Mapping

If the area has Regional Ecosystem Mapping you can check the locations of Regional Ecosystems in your area on the EPA web site

http://www.epa.qld.gov.au/nature_conservation/biodiversity/regional_ecosystems/introduction_and_status/Regional_Ecosystem_Maps/ and obtain a Regional Ecosystem map from this site by entering your lot on plan no. or contact EPA to get a Regional Ecosystem map for your Landcare project site.

Please attach a copy of this Regional Ecosystem map with your application.

If your project site is in an area of Remnant 'Endangered' or 'Of Concern' on the map and it is not practicable to locate your fenceline or dam outside that area you will need to apply for a DA from the DNR&M with your application showing Departmental approval for the work and provide a copy of this DA for your project.

Area without Regional Ecosystem Mapping

If your area does not have Regional Ecosystem Maps at present, Landcare can provide a form letter to send to Department of Natural Resources and Mines to determine whether the proposed dam and/or fence line will go through Remnant 'Endangered' or 'Of Concern' Regional Ecosystem. In the letter you will need to provide information showing the location of the proposed fencelines and dams (GPS locations preferred) and provide photographs of the different vegetation types where the infrastructure will be located. It is recommended that you include a completed copy of this application form with your letter to DNR&M. In general takes DNR&M four to six weeks to assess this information so do not wait for a response to submit your application.

Question 21. Permits and Approvals under the *Water Act 2000*

You will need a license under the *Water Act 2000* if you propose to:

- interfere with flow by impounding water, for example by constructing a dam or weir within a water course
- take water for any other use than stock water and domestic, for example irrigation
- interfere with the flow of water by diverting the course of flow

If you are providing alternative stock water by pumping from a creek or river you will need to apply for a 'Riparian Water Access Acknowledgement' form. No fee is required. Applications should be made to 'Water Management and Use Section' of the Department of Natural Resources in Mareeba (PO Box 156, Mareeba, Q 4880, phone 07 40484850).

Question 23. Cultural heritage advice

Under the *Queensland Heritage Act 1992* and *Aboriginal Cultural Heritage Act 2003* you are required to comply with 'Duty of Care' by checking if your proposed activities will impact heritage sites. To check if your proposed activities will disturb non-indigenous places or objects listed in the Queensland Heritage Register, go to www.epa.qld.gov.au/cultural_heritage and click through to registers and inventories. These sites are protected under the legislation. If any non-indigenous historical objects or places are located during project activities you will need to contact Cultural Heritage Branch, EPA (Phone 07 4046 6683 PO Box 2066, Cairns 4870)

To check if your proposed activities will disturb Indigenous places or objects firstly check if there are places or objects listed in the Aboriginal and Torres Strait Islander (A&TSI) Cultural Heritage Register and Sites Database by completing a Aboriginal and Torres Strait Search Request form. Landcare has copies of these or they can be obtained from the Queensland Cultural Heritage Coordination Unit (07 3238 3838).

As most places are not listed, to fulfill your 'duty of care' you will also need to contact Indigenous people with knowledge of the area. The Landcare Coordinator may be able to assist you with this.

If further assistance is needed regarding cultural issues contact the Senior Cultural Heritage Officer with the Department of Natural Resources and Mines, Cultural Heritage Coordination unit (Ph 4039 8276 PO Box 937 Cairns QLD 4870).

What happens when you have posted your Expression of Interest?

