

## HABITAT ACTION GRANTS

### Application for funding – Grants up to \$40,000 (excluding GST)

For further information about applying for funding under the Habitat Action Grants, please refer to the Application Guidelines 2023 available for download at:

<https://www.dpi.nsw.gov.au/fishing/habitat/rehabilitating/ahr-grants-program>

**Applications close 5pm Friday 29<sup>th</sup> September 2023** - Completed application forms are to be emailed to: [fish.habitat@dpi.nsw.gov.au](mailto:fish.habitat@dpi.nsw.gov.au)

For assistance during the development of your application please contact one of the NSW DPI – Fisheries Staff. Contact details are available in the Funding Guidelines and on the Habitat Action Grant website. We strongly suggest you provide a draft application for comment prior to submitting your application.

Applications must be completed in full before submitting, below is a checklist to assist. Applications **may** not be assessed if you do not include all of the following information.

#### Checklist for Applicants

	Yes	No
Do you have minimum dollar for dollar (1:1) matching funds, either as cash and/or in-kind support?		
Have you sought involvement or support from local recreational fishers/fishing club?		
Have you included a letter of support from local recreational fishers/fishing clubs?		
Have you consulted with NSW DPI Fisheries staff?		
Name of NSW DPI Fisheries contact spoken to:		
Have you provided letters of support and contact details from landholders and other stakeholders/partners involved in the project?		
Have you obtained technical advice from other experts as required (e.g. bank stabilisation, fish passage, re-snagging)?		
Are permits required to undertake works?		
Have you attached a map of the project area?		
Have you attached photos of the site?		
Have you provided itemised <b>quotes/estimates</b> and a detailed budget?		
Have you completed all questions in the application form? <b>Incomplete applications will not be assessed.</b>		
Have you signed the application form?		

### 1. Project summary information

**Project title:**

Please keep this 5 words or less.

**Project summary:** Provide a brief description of your project in 30 words or less. This will be used for project promotion including media.

**Is this project proposal in a coastal catchment (i.e. east of the Great Dividing Range) or an inland catchment (i.e. west of the Great Dividing Range)?**

Coastal

Inland

**Funding requested**

\$

**Your estimated in-kind contribution**

(minimum of 1:1 in-kind contribution required)

\$

### 2. Applicant

**Are you applying as:**

An Organisation  
Individual/Sole Trader  
A Landowner

**Name**

Please provide the name of the organisation/person making this application. These details will be used to contact you to seek additional information about your application, or matters related to the Habitat Action Program

**ABN:**

(if applicable)

**GST registered?**

Yes

No

Submission Date:

**Postal address:**

**Project Manager:**

Please provide Title, First name, Surname

**Telephone**

**Mobile**

**Email:**

### 3. Project team

#### Team members

Who will be involved in delivering your proposal's objectives (what is their role and area of expertise?)

*Note: Project team members are those who are involved in managing the project, rather than those who have provided one-off advice (these people can be listed in Section 15).*

Name	Role / expertise	Phone	Email

#### Project partners

List all other parties who have or will provide financial or in-kind support towards your project. List the details of support being provided.

Name	Support provided	Phone	Email

### 4. Conflicts of interest

Outline any perceived or actual conflict of interest that may result from members of the project team.

### 5. Previous project experience

<b>Have you or your organisation managed similar projects previously?</b>	Yes	No
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If yes, provide details for the two most recent projects:

Grant source	Date applied	Project name	Completed	Date completed
			Yes	
			No	

If not completed, explain why:

Grant source	Date applied	Project name	Completed	Date completed
			Yes	
			No	
			No	

If not completed, explain why:

### 6. Proposed project duration

*Note: projects will be funded for 12 months only (start date will commence upon signing of the funding deed by both parties).*

<b>Start date:</b>		<b>End date:</b>	
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### 7. Project location and ownership

Attach maps indicating site location (including catchment and regional context such as nearby towns), and photos of the site.

*Note: if the application is successful, photos are to be taken from the same point during works and post-works to show the projects progress i.e. a photo point*

<b>Street address</b> Where the onground works will be completed.			
<b>Latitude:</b> (decimal degrees: e.g. -33.903666)		<b>Longitude:</b> (decimal degrees: e.g. 151.196145)	
<b>Lot / DP or Crown Land Identification Number and Reserve Name:</b>			
<b>Nearest town</b>			

<b>Waterway name</b>		
<b>River catchment</b>		
<b>Is the site open to the public?</b>	Yes	No
<b>If yes, provide details</b>		
<b>Who owns/manages the land?</b>	Local Government	State Government
	Private	Other
<b>Land owner/manager contact details</b>	Phone	
	Email	

*Note: if you are not the owner of the land on which the proposed activities are to be undertaken, you will need written permission. This must be submitted with your application.*

### 8. Approval and permits

*Note: a successful Habitat Action Grant application does not negate the requirement for a NSW DPI Fisheries permit, if applicable.*

**Are approvals and/or permits required?**

(Crowns Lands, Local Council, NSW DPI Fisheries or other?)

Yes

No

**If yes, provide details**

**Have approvals been obtained or discussed with relevant government agency?**

Yes

No

Pending

N/A

**If yes, provide details**

### 9. Background

Include the identified need for the proposed project and what issue the project will address. For degraded areas, describe the impact/cause of degradation and outline how the project will remove or mitigate this cause – include photos of degraded habitats.

### 10. Project objectives

List what you plan to achieve.

### 11. Benefits

Describe direct benefits to recreational fishing.

You must complete, km, Ha, and total number of plants where requested.

### 12. Planned outcomes

<b>Riparian Fencing</b>	Kilometres -	<b>Revegetation (answer all 3)</b>	Total plants - Hectares - Kilometres -
<b>Weed Management</b>	Hectares – Kilometres –	<b>Wetland rehabilitation</b>	Hectares -
<b>Fish Passage Works</b>	Number of structures remediated –	<b>Re-snagging</b>	Number of snags –
<b>Fish Passage Works</b>	Kilometres of habitat opened up –	<b>Fish hotels / engineered log jams</b>	Number of structures -
<b>Erosion Protection Works</b> (with rock or wood <b>not</b> revegetation activities)	Metres –	<b>Production of educational resources</b>	(e.g. number of signs, brochures)
<b>Total Riparian Length of the Project</b>	Kilometres -		

Other outcomes not listed above (please describe):

### 13. Methodology

How do you propose to carry out the project? Describe the stages of the project, including timeframes for each stage, and the methods and personnel that will be employed at each stage. Attach plans or diagrams where applicable.

If weed control is part of your project describe the techniques and chemicals to be used.

*Note: Projects will be funded for 12 months only. For larger projects that can be broken up into different stages of activity, it may be possible to apply for stage 1 during this round of funding.*

### 14. Project consultation and support

Provide letters of support or expert advice as a separate attachment.

*Note: Preference will be given to applications which demonstrate recreational fisher support and/or involvement. You must speak to one of the DPI Fisheries staff listed in the Guidelines document regarding your project during development of the application.*

**15.1** Which NSW DPI – Fisheries staff member have you spoken to about this proposal (refer to Guidelines document)?

**15.2** Who else have you spoken to about the project?

*(e.g. Local Council, Local Land Services, Landcare, Engineers, Researchers, other?)*

## 15. Maintenance

*(A minimum 3 years of maintenance must be provided by the applicant as in-kind. Grant funds will not be provided for site maintenance)*

Provide details including: what activities will be implemented at the project site to promote general care and survival of the works once works have been completed; and who will be responsible for these activities.

Your contribution toward in-kind maintenance is capped at three years; however, three years should be viewed as a minimum maintenance period after works are completed and the Final Report has been submitted (provide details of all in-kind contributions in the *Budget Table 18*). In-kind labour capped at \$35/hours for volunteer labour.

## 16. Project promotion

How will the project activities and outcomes be promoted to the wider community? E.g. local media, newsletters, social media.

*Note: Project promotion and communication is encouraged, however, all draft media including social media, newsletters and signage requires approval by the Department before finalising.*

## 17. Budget

Provide a full cost breakdown of the total project costs including the project line items for which you are seeking a Habitat Action Grant. You must include in the project budget table any and all in-kind support (noting the requirement for dollar for dollar matching support).

Note: a maximum of \$40,000 (excluding GST) can be sought for individual project applications.

Good and Services Tax (GST):

- If you, or the organisation administering the project, **are registered for GST**, please quote GST exclusive costings in your budget. The Trust will add GST to your grant payment.
- If you, or the organisation administering the grant, **are not registered for GST**, you will still pay GST on goods and services, therefore you need to quote GST inclusive prices in your budget.

**Example Budget** (rock fillet erosion control, riparian fencing, weeding and revegetation)

GUIDE ONLY – ensure values are relevant to your project. Fillable budget table provided over page

1	2	3	4
Project item: Description of activity item, quantity & cost per unit	Total cost per item	Funding Habitat Action Grant	Funding other (applicant in-kind, voluntary, another grant etc.)
e.g. Design and specification (rock fillets) – professional technical expertise (incl. project design, construction methodology etc.): 14 hours @ \$150/hr	\$2,100	\$0	\$2,100 (Cash & in-kind LLS, Council)
e.g. Environmental Assessment - REF, planning & permit approvals (professional) – 70 hrs @ \$100/hr	\$7,000	\$0	\$7,000 (Council, LLS)
e.g. Structural works (materials) 100m rock fillets (320 tonnes quarry rock @ \$35/tonne);	\$11,200	\$10,000	\$1,200 (landholder cash)
e.g. 1 roll geofabric	\$1,000	\$1,000	\$0
e.g. Construct 100m rock fillets, 20t excavator, allow 3 days = 21 hours @ \$140/hr	\$2,940	\$2,940	\$0
e.g. 150m fencing materials @ \$10/m	\$1,500	\$1,500	\$0
e.g. Fencing contractor - install 3 days 2 people @ \$45/hr	\$2,160	\$0	\$2,160 (In-kind landholder)
e.g. Native tube stock for revegetation 500 plants @ \$5 per plant including tree guards	\$2,500	\$2,500	\$0
e.g. Voluntary labour – Weeding and revegetation 5 days (35 hours) x 2 people @ \$35 per hour	\$2,450	\$0	\$2,450 (In-kind landholder)
Project Management and Administration Max 10%	\$2,794	\$1,794	\$1,000
e.g. On-going maintenance/weed control 6 days/year x 2 people @ \$35/hr for 3 years	\$8,820	\$0	\$8,820 (In-kind landholder)
<b>Total</b>	<b>\$44,464</b>	<b>\$19,734</b>	<b>\$24,730</b>

**Your Project Budget:**

Have you received funding or are you expecting to receive funding for this project from another source?

Yes                      No

If **YES** you must identify the other party as project partner in your application. You may include this as in-kind to your project. You must identify the project line items to which this money will be used. Be realistic with costings – **include quotes where possible**.

*Note: **Administration & Project Management** combined costs associated with your project are **not** to exceed **10%** of the total funds being requested from the Trust.*

**In-kind voluntary labour** – maximum **\$35/hour** only.

<b>Project item:</b> Description of activity item, quantity & cost per unit	<b>Total cost per item</b>	<b>Funding Habitat Action Grant</b>	<b>Funding other</b> (applicant in-kind, voluntary, cash other grants etc.) <b>Minimum Dollar for Dollar Contribution</b>
<b>Total</b>	\$	\$	\$

### 18. Milestones

Break your project down into major steps, some of which can be linked to a funding payment instalment.

Proposed Milestone Date (insert timeframe in months)	Milestone description	Funding Payment	
0 – months	<b>Milestone 1</b> Execution of Funding Agreement	60%	\$
6 – months	<b>Milestone 2</b>  ----- <i>[insert activity reached to achieve payment]</i>	20%	\$
12 – months  Final Project Report Due	<b>Milestone 3</b> Completion of all project activities. Submission and approval of final report by NSW DPI	20%**	\$
	<b>TOTAL:</b>	<b>100%</b>	<b>\$</b>

*Note: 20% of the total budget is retained for the final payment. This will be provided on completion of the project and receipt of the project's final report. Should the application be successful, a suitable payment schedule may be negotiated between the two parties.*

### Before you submit

Please ensure you meet the requirements of the Habitat Action Grant program **before** submitting your application. Refer to the Checklist for Applicants on Page 1.

Applications will not be assessed if your application has not been completed in full.

If you are unable to provide any of the required information, please explain below.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*(Electronic signatures accepted)*