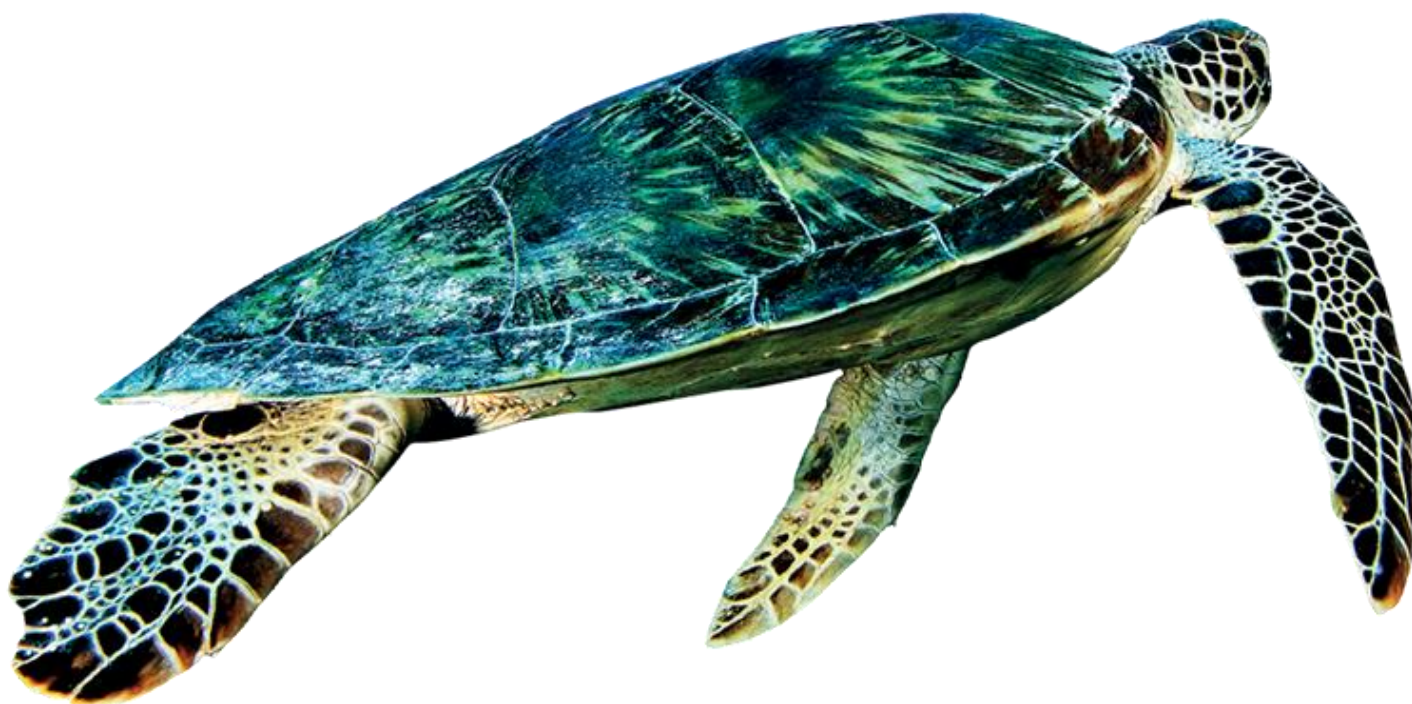


Reef Trust Partnership

*Community Action Plan Project Grants –
Cape York region*

Application Guidelines

Issued 23 November 2021



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Acknowledgement of Country

The Great Barrier Reef Foundation extends its deepest respect and recognition to all Traditional Owners of the Great Barrier Reef and Catchment as First Nations Peoples holding the hopes, dreams, traditions and cultures of the Reef.

About this Application

In 2020, Community Action Plan Leaders commenced a bold collaborative process with their community networks to design and create Community Action Plans (CAPs) to strengthen community engagement in strategically planning, implementing, monitoring, and celebrating Reef protection actions.

Six CAPs were developed in the Cape York, Burdekin Dry Tropics, Magnetic Island, Mackay Whitsunday Isaac, Capricorn Coast and Burnett Mary regions.

Bringing together science, management, business, community, youth and Traditional Owner partners, each CAP developed a tangible plan to further strengthen and accelerate community Reef protection outcomes for their regional priorities, including a catalogue of community-led projects.

The Community Action Plan Project grants are an opportunity to start translating plans into action.

Funding is available to support the delivery of priority projects that will catalyse next steps for turbo-charging community Reef protection activities.

This grant round offers a second opportunity to support community-led CAP projects in the Cape York region as no full project applications projects were successful under the original grant round in March 2021.

Eligible outcomes and activities for projects are:

- **initiatives that tangibly reduce reef threats** in their region, including local reef health pressures and/or locally-driven climate change emissions
- on-ground activities that contribute to Great Barrier Reef World Heritage Area (GBRWHA) **protection and/or rehabilitation** focused on coastal, estuarine and/or marine outcomes
- **integrated and targeted citizen science and/or Traditional Knowledge** to inform, measure and catalyse local action with clear outcomes for coastal, estuarine and/or marine habitats
- **critical capacity building activities** to support outcomes and activities in points 1-3 above (all projects must include an environmental component).

Potential applicants should read these Guidelines, as well as the Application Form, before deciding whether to submit an application.

Key dates

Call for Applications open	23 November 2021
Call for Applications closed	14 December 2021, 5pm AEST
Applicants are advised of outcomes	December 2021
Projects completed by	December 2023 (projects may be completed earlier)

Available funding

The maximum project funding available is up to \$75,000 for the Cape York region. Two to five project applications can be submitted per region. Applicants may apply for more than one project.

About the Community Action Plans and Projects

Extraordinary community efforts to contribute to Reef protection are taking place across the Great Barrier Reef. Those who give their time want to see their efforts (data, knowledge, and actions) contribute to inform decisions about Reef management and drive measurable positive change.

The scale and urgency of action required to forge a better path for the future health of the Reef prompts new approaches for working together to make change happen. While multiple plans and frameworks guide the conservation and management of GBR, there are barriers that currently limit the even greater potential of community action.

The Community Action Plan process brought together science, management, business, community and Traditional Owner partners to develop a tangible plan to further strengthen and accelerate community Reef protection outcomes for their regional priorities, including a catalogue of priority community-led projects.

CAPs will empower organisations and individuals to work together to address some of the key barriers for turbo-charging community action, such as:

- insufficient knowledge exchange to support understanding around priorities and gaps where community data or action could be most valuable
- disjointed or disparate initiatives that result in duplication or limitations in collaboration
- limited ways to communicate the collective impact of local actions
- uncertainty in resourcing for delivery of community projects to support continued participation of local champions and capacity to inspire new audiences to engage.

CAPs seek to strongly connect community work with existing plans and knowledge and are focused on integrating citizen science programs community-led on-ground activities and broader community initiatives to reduce local and climate change impacts to the Reef and contributing to GBR World Heritage Area protection (focused on coastal, estuarine and marine habitats).

The CAP development process identified local actions which address regional priorities. Each CAP outlined shared goals for community Reef protection, identified specific critical projects and developed a tangible plan that will further strengthen and accelerate community Reef protection outcomes for their regions. The CAP development process also engaged youth (under 25) in their communities to ensure their voices were heard and included in the plans.

The CAPs were developed using a core framework called [The Open Standards for the Practice of Conservation](#) which is an internationally renowned best-practice standard for collaborative planning and managing conservation projects. The CAPs also embedded the principles of collective impact theory.

Who can apply?

To be eligible to submit an Application, applicants meet the following requirements:

- be operating in Australia and have an Australian Business Number (ABN)
- confirmation that all actual, perceived or actual conflicts of interest are declared and a management plan is proposed
- hold or be willing to hold the required insurances: Workers Compensation; Public Liability (minimum required: \$20,000,000 per occurrence); Professional Indemnity Insurance (minimum required: \$1,000,000) and Motor Vehicles and Plant and Equipment Insurance (if applicable)

- have developed and implemented comprehensive WHS policies and procedures for the project, or is willing to undergo a WHS risk assessment, take all reasonable steps to manage identified risks, and undergo specific training or qualifications that the Foundation recommends prior to commencing the project
- completes all sections of the application form
- accepts the terms and conditions of the application and specified terms in the agreement templates

What can be funded?

Only projects that are clearly outlined in the roadmaps for the regional CAPs are eligible as projects.

In addition to the selection criteria, all projects must comply with any relevant legislation, including the *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)* and the *Great Barrier Reef Marine Park Act 1975*. If projects are inside the Marine Park, note that the [Policy on Great Barrier Reef interventions](#) will be a guiding policy when the Great Barrier Reef Marine Park Authority considers applications for activity permissions.

Whilst not exhaustive, the list below provides examples of the categories of activities and expenditures that would be considered eligible or ineligible for funding under the grant program:

Eligible Activities	Ineligible Activities
<ul style="list-style-type: none"> • Project Management costs required to deliver the project • Project delivery costs including staff, contractors, consultants, materials and appropriate travel and accommodation • Monitoring and evaluation • Communication and engagement • Data analysis and synthesis • Assets • Administrative costs* required to deliver the project but must not exceed 10% of the funding allocation <p><i>*Administrative costs include but are not limited to, planning, training, insurances and audit costs.</i></p>	<ul style="list-style-type: none"> • Retroactive activities which have commenced before grant funding is allocated under this grant program • Project proposals by the applicant with the purpose of distributing funds to other parties who are not contractors to the project and who have not been clearly identified in the grant application • Projects that relates to on-ground activities outside the Reef Catchment as defined by the Queensland Government (see www.reefplan.qld.gov.au) • Activities that are likely to have an adverse environmental impact • Costs incurred in the preparation of a grant application (including this application) or related documentation • Administrative costs that exceed 10% of the funding allocation • Landholder practice change focused on privately owned land with limited broader community engagement • A project (in whole or in part) that was not developed and identified through the Community Action Plan process

Other activities or specific expenditure may be ineligible because GBRF determines it does not directly support the achievement of the planned outcomes of the project or they are contrary to the spirit and intention of the grant.

How Applications are assessed

This Application is a merit-based process with defined funding limits. Applications will be assessed as follows:

Stage one – eligibility assessment

Each Application will be screened to check that the applicant organisation is eligible to apply. Applications that do not meet the eligibility requirements will not be progressed to Stage two.

The project must be included in a Community Action Plan Roadmap and address one or more of the following outcomes and activities:

- **initiatives that tangibly reduce reef threats** in their region, including local reef health pressures and/or locally-driven climate change emissions
- on-ground activities that contribute to Great Barrier Reef World Heritage Area (GBRWA) **protection and/or rehabilitation** focused on coastal, estuarine and/or marine outcomes
- **integrated and targeted citizen science and/or Traditional Knowledge** to inform, measure and catalyse local action with clear outcomes for coastal, estuarine and/or marine habitats
- **critical capacity building activities** to support outcomes and activities in points 1-3 above (all projects must include an environmental component).

Stage two – Full proposal assessment against criteria

Eligible applications will be assessed against the following criteria:

ASSESSMENT CRITERIA	WEIGHTING
1. Applicant's capacity to deliver the project: <ul style="list-style-type: none"> • Demonstrated experience, capacity, and capability to deliver the project. 	20%
2. Applicant's proposed project rationale and impact, including: <ul style="list-style-type: none"> • The project has a strong rationale and demonstrates alignment with Reef wide and regional plans and priorities. • The project proposes measurable impact that delivers on the grant outcomes and activities (see eligibility assessment). • The project enables knowledge sharing for planning and collaborative decisions. • The project has a clear plan for enduring outcomes and impact beyond this funding grant, with opportunities to be scaled, replicated, and/or empower future work. 	40%
3. Strength of project engagement and partnership design: <ul style="list-style-type: none"> • The project has a well-defined strategy for meaningfully engaging and/or building leadership of the wider community and youth in project activities. • The project fosters genuine partnerships that strengthen the project outcomes including with Traditional Owners. • The project has a clear strategy for sharing the project outcomes and learnings, and celebrating community Reef protection contribution and partnerships. 	30%
4. Project value for money: <ul style="list-style-type: none"> • Proposed costs/costing methodology for delivering the project demonstrate value for investment, including co-contributions*. • The project demonstrates synergies with other CAP Projects and with other existing projects. 	10%

*Co-contributions

GBRF encourages projects that demonstrates value for money through the integration of other co-funding or co-investment opportunities, including quantifiable in-kind and cash contributions.

Co-contribution is an investment that is cash or a contractually recognised in-kind services/expenses such as; staff salary, volunteer time, specialist advisory contributions, reduced costs for vessel time, administration costs (electricity, water, gas etc), building costs (meeting rooms, office, labs) and equipment.

In-kind support can include:

- volunteer time (can be valued at \$41.72/hour as per Australian Bureau of Statistics figures, or a value indicated by applicant based on activities)
- partner support
- external support

Applications will be rated by an Assessment Panel against the criteria. All criteria are mandatory and an Application that does not meet the minimum standard for any of the criteria will not progress to the next stage of the assessment process. GBRF shall be the final decision-maker on any Application and it is a condition that the applicant accepts GBRF's decision as final.

Notification of applicants

Applicants will be informed in writing whether their Application was successful or not.

GBRF will keep confidential all confidential information of the applicant which is obtained as part of the grant Application process. However, GBRF may disclose confidential information to its personnel, contractors or advisors for the purposes of administering this grant program; or as required by law; or where GBRF is required to comply with any provision of Reef Trust Partnership Agreement in respect of confidential information.

GBRF may share Applications with relevant Queensland or Federal Government agencies if there is the potential for an otherwise unsuccessful Application to be funded directly by Government. Applicants should **advise if they do not wish** their Application to be shared in this way.

Developing an Application

Applications open on 23 November 2021 and close on 5pm AEST, 14 December 2021. Applications (and all attachments) must be emailed to applications@barrierreef.org with 'Community Action Plan Project Cape York application' in the subject.

Applicant Checklist

Applicants should take into consideration the guidance and rules provided in these Guidelines, and the Application Form. Applicants are to ensure they:

- have read and understood the guidelines
- have read, understood, and accept the terms and conditions outlined within the guidelines and under the proposed agreement template
- complete the application form in its entirety
- provide current and accurate information
- only provide attachments that are directly relevant, are concise and clearly labelled
- submit the completed application via email as outlined, including uploading all supporting documentation necessary for assessment
- provide confirmation that all actual, perceived or potential conflicts of interest relating to the project have been declared
- have not contained information that is false or misleading (applications considered to contain false or misleading information may be excluded from further assessment).

Reporting

Progress reporting for successful projects will be six-monthly. A final project report and financial acquittal using templates provided will be required to be submitted within 30 days of the project end date.

Incomplete or late applications

Late applications will not be accepted. Unless requested by GBRF, no additional written or verbal explanation, or further documentation, will be accepted after the closing date.

Applications that are incomplete; do not include the requested documentation, or do not address the assessment criteria may be deemed ineligible. GBRF will decide whether to accept an amendment or additional information on a case-by-case basis.

Further information

Applicants may consult with the GBRF Grants Office while preparing Applications to ensure their proposal meets basic requirements. Grants Office staff will not be able to provide feedback on draft Applications.

Answers to questions asked during the Application period will be provided as '[Frequently Asked Questions](#)' or Addendums to the Guidelines for the benefit of all potential applicants and will be distributed via GBRF.

Questions can be emailed to the Great Barrier Reef Foundation (GBRF) Grants Office at grants@barrierreef.org

Disclaimer

This publication has been prepared as a guide only and all reasonable steps have been taken to ensure the information contained in this publication is accurate at the time of publication.



About the Partnership and the Community Reef Protection Component

The partnership between the Australian Government and the Great Barrier Reef Foundation (GBRF) is centred on a landmark investment of \$443.3 million to build the resilience of the Great Barrier Reef. Commencing in July 2018 and running over six years, this investment will support the delivery of the Reef Trust Partnership (the Partnership).

The Community Reef Protection Component is a \$10 million dollar investment through the Partnership which aims to improve the engagement of the broader community in the protection of the Great Barrier Reef World Heritage Area. The Partnership defines community broadly as Traditional Owners and GBR stakeholders including, but not limited to, NGO's, businesses, the scientific community and conservation groups.

The actions delivered through this Component seek to turbo-charge the positive impact that local action has for the Great Barrier Reef and for communities. It is intended to build-on and celebrate work already underway through committed groups and individuals across the Reef and catchments. Yet, it also acknowledges that to meet the scale and urgency of the challenges we face, more must be done and we must find new ways to work together to make change happen. As such, a key focus of the Component is on piloting and learnings from different models and tools for enabling community Reef protection work.

Projects will support and enhance community capacity to deliver targeted on-ground actions that reduce Reef threats or increase Reef resilience. This will be achieved by making it easier for people to get involved and stay involved in conservation of the Reef (irrespective of where they live); improving sharing, connection and collaboration between individuals, community groups and Reef management; and providing hope that inspires greater action by demonstrating that the collective efforts of many can and will make a difference.

The [Partnership Monitoring and Evaluation Plan](#) identifies the end of partnership outcomes sought from the Community Reef Protection Component. These are:

- Dynamic suite of tools for enduring funding and partnerships for community action are available.
- Community action is recognised, valued and celebrated
- Community action is delivering effective outcomes for the Reef and community (including other RTP component outcomes)
- Shared knowledge and decision making enhances governance and delivery models

The Foundation released an [Investment Strategy](#) for the Partnership in its first year, and each year we share an [Annual Work Plan](#) which provides a detailed schedule of work for the year ahead, as a subset of our overarching five-year plan.