

# Reef Trust Partnership

*Great Barrier Reef  
Traditional Owner  
Grant Program:  
Stage 1*



## Grant Guidelines

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Australian Government

REEF TRUST



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Great Barrier  
Reef Foundation



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## 1. Introduction

The Great Barrier Reef Foundation (GBRF) recognises Aboriginal and Torres Strait Islander peoples as the Traditional Owners of the Great Barrier Reef (the Reef), significant land owners of the Reef catchment, and key partners in the delivery of the Reef 2050 Plan and the Reef Trust Partnership.

The Great Barrier Reef and its broader seascapes form part of a complex cultural landscape with a history spanning tens of thousands of years and involving many layers of human interaction and connection. More than 70 Aboriginal and Torres Strait Islander Traditional Owner groups have long and continuing relationships with the Great Barrier Reef.

The significance of the Reef to its Traditional Owners, Australia's First Nations people, is reflected in the [Reef 2050 Plan](#). Traditional Owner actions, targets and objectives are embedded across the Reef 2050 Plan's themes and Traditional Owner actions are identified as an investment priority under the Reef 2050 Investment Framework. This led to [Traditional Owner Reef protection activities](#) being identified as one of the five key components for investment under the Reef Trust Partnership.

The [Reef Trust Partnership Investment Strategy](#) supports some of the highest priority actions identified by Great Barrier Reef Traditional Owners under three core investment categories: land and sea action investment planning; active Traditional Owner-led Reef protection measures; and Indigenous innovation, leadership and collaboration.

The GBRF is investing in (country-based) land and sea management planning (also known as 'healthy country' planning); and implementation of existing country-based plans through a dedicated grants program. This program is also providing the opportunity for additional support to be delivered to Traditional Owners for their junior rangers – recognising that inspiring young Traditional Owners and building resilience within communities is of vital importance to maintaining healthy people and a healthy Reef.

Future open rounds under the Reef Trust Partnership will focus on strengthening opportunities and supporting Traditional Owner led actions across all Partnership component activities.

**Grants between \$50,000 - \$150,000 (GST exclusive) are available to support Great Barrier Reef Traditional Owner groups to undertake country-based planning or implement activities in existing country-based plans to protect the cultural and natural heritage values of the Great Barrier Reef and progress their aspirations.**

**Applications can also be made to support junior ranger programs under the investment category of Indigenous innovation, leadership and collaboration. Grant applications to support Junior Rangers can be between \$10,000 - \$50,000 (GST exclusive).**



## 2. About these Guidelines

The Grant Guidelines (Guidelines) are designed to provide potential applicants with the information needed to make an informed decision about whether to apply for a grant under the “Reef Trust Partnership – Great Barrier Reef Traditional Owners Grant Program: Stage 1” (the Grant Program).

These Guidelines provide important information about the Grant Program including the three focus areas for funding, together with eligibility and assessment criteria for grants.

Potential applicants should read these Guidelines in their entirety, as well as review the Application Form and information outlined in the proposed Funding Agreement before deciding to apply. The Grant Program Information Sheet contains Frequently Asked Questions and may be updated throughout the duration of the open grant round.

The package of information that supports the Grants Program is available on the [GBRF website](#) and comprises:

- Grant Guidelines
- Grant Application Form
- Proposed Funding Agreement (contract)
- Grant Program Information Sheet - Frequently Asked Questions (FAQs)

*Note: These guidelines are not intended to create legally binding rights or obligations. The Proposed Funding Agreement should be considered, along with any queries, prior to submitting an application so that any negotiations can be addressed prior to contracting.*

## 3. Key dates

Grant applications open	25 February 2019
Applications close	17 March 2019, 11:59pm AEST
Successful applicants announced	April 2019
Projects commence	June 2019



## 4. About the Partnership

The Reef Trust Partnership between the Australian Government and the GBRF is centred on a landmark investment of \$443.3 million to build the resilience of the Great Barrier Reef. This is the largest single government investment in protecting the Reef and its Outstanding Universal Value.

Over six years, this investment will support delivery of the Reef Trust Partnership, with project implementation from 2019. The Grant Agreement between the Australian Government's Reef Trust and the GBRF ('Grant Agreement') sets out the terms and conditions for the Partnership, including objectives, activity components, performance measures and plans.

Under the Traditional Owner and Community Reef Protection Component of the Partnership, there is \$12 million to improve the engagement of Traditional Owners in protecting and managing the Great Barrier Reef World Heritage Area over the activity period of 1 July 2018 to 30 June 2024.

An additional \$30 million for Traditional Owners' on-ground actions will come from the other Partnership components: Water Quality Improvement, Crown-of-Thorns Starfish Control, Reef Restoration and Adaptation Science, and Integrated Monitoring and Reporting, to undertake priority actions within each of these areas. This makes a total investment in Traditional Owner Reef protection and management activities of \$42 million, equivalent to 10% of the total Partnership Funding.

## 5. About the Grants

Great Barrier Reef Traditional Owners provided a strong message at the Reef-wide Traditional Owner Forum, held in May 2018 at Palm Cove Queensland, that investment under the Reef Trust Partnership should focus on land and sea country planning and where these plans may already exist, then support should be provided to Traditional Owners to implement them (see [GBR Traditional Owner Reef Forum May 2018 Final Report](#)). This message is consistent with views expressed by Traditional Owners over past decades and has informed the selection of the key focus areas for this initial Grant Program.

### Key focus areas

There are three focus areas of the Great Barrier Reef Traditional Owner Grant Program:

1. Supporting Traditional Owner groups to *undertake* (land and sea) country-based planning.
2. Supporting Traditional Owner groups to *implement* their (land and sea) country-based plans.
3. Supporting Indigenous junior ranger programs that provide leadership, resilience and collaborative opportunities within communities.

The Grant program is for activities *within* the Great Barrier Reef World Heritage Area and/or the Great Barrier Reef Catchment (refer Great Barrier Reef [Outlook Report](#) Figure 1: Great Barrier Reef Region).



## Funding available

The total funding available under this grant program and the funding limits are listed in Table 1.

**Table 1. Funding boundaries**

Total funding available under initial grant program	\$1.5 million
Project funding per key focus area <i>*Traditional Owner groups may only submit one application for either focus area 1 or 2</i>	Between \$50,000 - \$150,000 for country-based planning projects that will result in development of a country-based plan
<i>*Traditional Owner groups may make a second, separate application if they also wish to apply for junior ranger funding (focus area 3)</i>	Between \$50,000 - \$150,000 for implementing activities detailed in existing country-based plans
<i>*Applications for junior ranger funding may also be submitted as a single stand-alone application (i.e. not tied to focus area 1 or 2)</i>	Between \$10,000 - \$50,000 for junior ranger programs

## Grant activity timeframe

Projects should be ready to start (this may include planning phases) by June 2019 and must be completed by 30 June 2021.

## 6. Eligibility: Great Barrier Reef Traditional Owners

The Grant Program is open to Traditional Owner groups with connections to the Great Barrier Reef World Heritage Area and the Great Barrier Reef Catchment that are situated along the Queensland coast from the Torres Strait Islands Eastern Group (Mer, Erub and Ugar) in the north, to near Bundaberg in the south, for activities within the Great Barrier Reef World Heritage Area and/or the Great Barrier Reef catchment.

Traditional Owner groups will be required to apply for a grant through a legal entity and will be the Applicant. Traditional Owner groups which are not legal entities as at the closing date for applications must be sponsored by a legal entity (such as a peak body or regional natural resource management organisation) who may apply on their behalf. In these circumstances the legal entity will be legally responsible for meeting the contractual obligations of the grant and will be the Sponsoring Applicant or Sponsor.

### Eligibility Criteria



Traditional Owner groups applying for funding must meet all the following criteria:

1. Be a Traditional Owner group for the Great Barrier Reef World Heritage Area or Great Barrier Reef Catchment where the Grant Program activities are proposed.
2. Must be a legal entity\*, for instance:
  - a. an incorporated association
  - b. a body corporate
  - c. a company
  - d. a cooperative society
  - e. an Aboriginal or Torres Strait Islander corporation or incorporated association, or
  - f. a trust duly constituted.

*\*If your group is not a legal entity, you may apply for funding via a sponsoring organisation that is a legal entity. The sponsor should only auspice the grant monies – not conduct or direct the project. Only seek a sponsor if your group or organisation is not a legal entity.*

3. Accept the conditions of the application.
4. Confirm that all actual, perceived or potential conflicts of interest relating to the grant project have been declared (see section 'Conflicts of Interest').
5. Hold or be willing to hold the required insurances.
6. Comply with Work Health and Safety requirements.
7. Have a project that is ready to commence by June 2019 and be completed by 30 June 2021 (project duration up to 2 years).

### Who is NOT eligible?

The following are not eligible to apply for the grants and are not eligible to sponsor a project:

- Individuals
- Organisations that have, at the application closing date, any overdue final reports or acquittals for other grant programs.

## 7. Eligibility: Project activities



To be eligible, a project must meet the following criteria:

1. Project activities must align with one or more of the three key focus areas of the Grants program (see section 'Key focus areas').
2. Projects must be for activities within the Great Barrier Reef World Heritage Area and / or the Great Barrier Reef Catchment.
3. Grant applications for country-based planning projects (focus areas 1 and 2) must be costed between \$50,000-\$150,000.
4. Grant applications for junior ranger programs (focus area 3) must be costed between \$10,000 - \$50,000.
5. Projects can run up to two years and must be completed no later than 30 June 2021.

## 8. Funding of projects

**What activities can be funded?**

### **Key focus area 1: Supporting Traditional Owner groups to undertake (land and sea) country-based planning**

This funding is for Traditional Owner groups who do not have a country-based plan or wish to renew an existing plan.

Activities could include, but are not limited to:

- salaries for project staff to co-ordinate or conduct Traditional Owner workshops
- fees for elders and/or knowledge holders to participate in the planning process
- fees for consultants to work with Traditional Owners to document and report on the values that exist within Traditional Owner estates and their management
- conduct Traditional Owner workshops or on-country activities that allow for the recording, documentation and safeguarding of traditional knowledge and country-based aspirations
- costs associated with the promotion and presentation of country-based plans including development of culturally appropriate communication materials.

### **Key focus area 2: Supporting Traditional Owner groups to implement their (land and sea) country-based plans**

This funding is to support Traditional Owner groups to look after country by implementing or facilitating on-ground and in-water activities in accordance with their community endorsed country-based plans.



Activities could include, but are not limited to:

- salary expenses where the costs are directly related to facilitating or implementing on-ground and/or in-water activities
- fees for elders and/or knowledge holders to guide, mentor and participate in the delivery of on-ground and/or in-water activities
- cultural mapping and knowledge documentation
- coastal, wetland, island and sea country activities
- caring for culturally significant plants and animals
- research and monitoring activities
- capacity building, knowledge sharing and project updates.

### **Key focus area 3: Supporting Indigenous junior ranger programs that provide leadership, resilience and collaborative opportunities within communities**

Great Barrier Reef Traditional Owner groups seeking to establish or support existing junior ranger programs within their community can apply for funding under this category.

Activities could include, but are not limited to:

- activities that provide opportunities for Aboriginal and Torres Strait Islander children, together with non-Indigenous children, to learn about culture, country and community
- fees for elders and/or knowledge holders to guide, mentor and participate in junior ranger programs, including where this supports knowledge-sharing, community cohesion, cultural and artistic strengthening, language revitalisation, and individual and community healing
- salary expenses where the costs are directly related to the junior ranger program
- purchase of equipment and supplies that directly support junior ranger activities
- capacity building, knowledge sharing and project updates.

### **Across all three key focus areas:**

Grant monies could also be used to fund:

- reasonable travel and accommodation directly relevant to the project
- communication and engagement, including graphic design and printing costs for the project
- monitoring, evaluation and reporting of the project
- administrative and project management costs required to deliver the project (these costs must not exceed 10% of the funding allocation).



## What activities have funding limitations?

- Administrative support and operational expenses (including office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs, professional accounting) will only be supported up to 10% of the total requested project funding.
- Salary expenses will only be funded where these expenses are directly related to the project as detailed in the project plan. Salaries that are related to the normal ongoing operations of an organisation will not be funded. Applications may include requests for funding to engage consultants or contractors with relevant knowledge and/or specialist expertise needed to complete the project. Where an application is made for funding of salaries and/or labour expenses the application must demonstrate value for money and include a description of the activities to be undertaken by the project personnel, consultants or contractors and the skills and qualifications required for the role.
- Reasonable travel costs are supported where they directly relate to the delivery of project outcomes. These costs will need to be clearly described in the application. Costs associated with overseas travel will not be funded.

## What can't be funded?

A project will be deemed ineligible if:

- it does not relate to country-based planning/implementation activities or junior ranger programs
- the grant requested by the applicant is for 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
- the grant requested by the applicant is to cover actions which have commenced before grant funding is allocated under this grant program
- the project involves major construction work or an acquisition of land or other property
- the project relates to activities outside the Great Barrier Reef World Heritage Area and Great Barrier Reef Catchment
- the activities outlined in the plan are likely to have an adverse environmental impact
- the grant requested by the applicant is a duplication of funding with other investors for delivering the same activities by the same applicant (complementarity of effort achieved through other programs or projects is, however, encouraged).

The list below outlines the activities and expenditures that **are not to be included** within the project budget.

- asset purchases over \$5,000 including the purchase, lease or transfer of a property
- Native Title and Cultural Heritage work; heritage surveys and connection reports conducted specifically in support of native title claims and heritage surveys or site clearance in relation to development proposals will not be funded.



- activities that are completed or have commenced
- activities that would be considered part of a government's normal responsibilities
- activities that are required under Commonwealth, state or local government law that directly relate to the normal ongoing operations of an organisation.

Items that are not budgeted in the original application will not be funded. Applicants must consider all aspects of their project and ensure they include all relevant costs within their application. Additional funds are not available to meet costs which may have increased after the application is submitted.

This list is not exhaustive. Other activities or specific expenditure may be ineligible because the 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.

## 9. The Application Process

The application process involves submitting a Grant Program Application Form detailing proposed activities. All completed Application Forms and any supplementary information will be reviewed by an assessment panel against eligibility and assessment criteria as described in the section below 'How applications are assessed'. The assessment panel may request further information during this stage.

The assessment panel will determine whether the proposal meets eligibility criteria and its performance against assessment criteria, including whether the proposal represents an efficient, effective, economical and ethical use of resources, as required by the Grant Agreement. It will also determine whether any specific requirements may need to be imposed as a condition of funding.

Following the assessment process, advice will be provided to the GBRF Board on the merits of each proposal for consideration of approval of funding. The GBRF Board's decision on the selection of successful applicants is not open to appeal.

The submission of an eligible application for funding does not guarantee that funding will be provided. Applications need to demonstrate a high level of merit against the criteria and be competitive against other applications.

Late applications will not be accepted.



## 10. How applications are assessed

This grant program is a merit-based, competitive grant with defined funding limits. Applications must meet eligibility criteria and only the strongest proposals that best meet the assessment criteria will be funded.

### Stage one – application screening

At the close of the application period, applications will be screened to check that:

- the applicant organisation is eligible to apply (see **Table 2**), and
- the application has been completed in full and all essential information has been provided.

Applications that do not meet minimum stage one requirements will not progress to stage two.

### Stage two – assessment against criteria

Eligible applications will be assessed by an assessment panel. All assessors are required to identify, disclose and manage any conflicts of interest (see section 'Conflicts of Interest').

All eligible proposals will be assessed against the criteria outlined in the section 'Assessment Criteria' and summarised in Table 2 below. Proposals must meet all assessment criteria. Eligible applications that best address the assessment criteria will receive a higher score than those that do not.



Table 2. Grant eligibility and assessment criteria

<b>Grant Criteria</b>	
<b>ELIGIBILITY CRITERIA</b>	
Be a Traditional Owner group for the Great Barrier Reef World Heritage Area or Great Barrier Reef Catchment where the Grant Program activities are proposed.	Yes/No
The Applicant must be a legal entity or sponsored by a legal entity.	Yes/No
The Applicant accepts the conditions of the application.	Yes/No
The Applicant confirms that all actual, perceived or potential conflicts of interest relating to the grant project have been declared and appropriate measures are in place to manage any conflicts.	Yes/No
The Applicant holds, or is willing to hold, the required insurances.	Yes/No
The Applicant complies with Work Health and Safety requirements.	Yes/No
The Applicant is ready to commence the project by June 2019 and be completed by 30 June 2021.	Yes/No
The Application is for project activities which align with one or more of the three key focus areas.	Yes/No
The Application is for activities within the Great Barrier Reef World Heritage Area or the Great Barrier Reef Catchment.	Yes/No
The Application does not exceed the maximum budget set for key each focus area.	Yes/No
The Applicant does not have any overdue final reports or acquittals for other grant programs.	Yes/No
<b>ASSESSMENT CRITERIA</b>	<b>Weighting</b>
<b>1. Evidence that Great Barrier Reef Traditional Owners are leading the project.</b> The Applicant must provide letter(s) of written support from the Traditional Owner group (signed by authorised person(s)), obtained through appropriate governance arrangements that clearly authorise the project. (mandatory)	25%
<b>2. Demonstrated need for the project and the potential benefits.</b> The Application must provide: evidence that the project is a priority for the Traditional Owner group; a description of the values that are important to the Traditional Owner group; and a description of the benefits that will be delivered as a result of the project. (mandatory)	20%
<b>3. Project plan and budget (value for money).</b> The Application must provide a breakdown of project activities and costs and describe how the project will: maximise environmental benefits for the Great Barrier Reef (ecological, cultural, social and economic); use co-investment, strategic collaborations and partnerships (where relevant); and be guided by the best available science, including Traditional Knowledge. Project plan must address risk management and workplace health and safety measures. (mandatory)	25%
<b>4. Capacity of the organisation to deliver the project.</b> The Application must provide details of the Traditional Owner governance arrangements (and other relevant governance arrangements if being auspiced by a non-Traditional Owner organisation) that are in place to oversee the successful delivery of the project, including details of any relevant experience and performance history in delivering grants. (mandatory)	20%
<b>5. Ability to share project outcomes with Traditional Owners and the broader community.</b> The Application should outline how information about the project will be communicated with others, including in the provision of regular updates, and any experience and skills you have in this area (including examples). (desirable)	10%



## 11. Assessment criteria

### Criterion 1 – Evidence that Great Barrier Reef Traditional Owners are leading the project

(mandatory)

*The Applicant must provide letter(s) of written support from the Traditional Owner group (authorised person(s)), obtained through appropriate governance arrangements that clearly authorise the project.*

You must describe the Traditional Owner governance arrangements that have authorised this project.

You must also describe how members of your Traditional Owner group(s) are taking part in the project. This should include a description of how Traditional Owners are leading and responsible for the project delivery and outcomes and how people will be involved or employed.

### Criterion 2 – Demonstrated need for the project and potential benefits

(mandatory)

*The Application must provide: evidence that the project is a priority for the Traditional Owner group; a description of the values that are important to the Traditional Owner group; and a description of the benefits that will be delivered as a result of the project.*

You must identify the focus area(s) for your project:

1. Country-based planning
2. Country-based plan implementation; or
3. Junior ranger program support.

*Note: Any activities which do not meet at least one of the project objectives will not be funded under this grant program.*

You must describe the purpose of the project, why the project is a priority for your Traditional Owner group, what you want to do and how you will do it.

This should include a description of values important to your Traditional Owner group, how proposed actions will deliver benefits to these values, and how your project relates to the Great Barrier Reef World Heritage Area.

You should explain if the project builds on earlier project/s or will establish the foundations for future success.



### Criterion 3 – Project plan and budget (value for money)

(mandatory)

*The Application must provide a break-down of project activities and costs and describe how the project will: maximise environmental benefits for the Great Barrier Reef (ecological, cultural, social and economic); use co-investment, strategic collaborations and partnerships (where relevant); and be guided by the best available science, including Traditional Knowledge.*

Your application will be assessed on how well you have planned the project and whether it represents good value for money. Assessment of proposals will also take other factors into consideration that may potentially affect or risk the viability of the project.

Projects can run up to two years and must be completed no later than 30 June 2021.

Your application must detail a Project Plan that clearly addresses key components of your project and the steps you will take in delivering your project.

The detail provided should match the cost and complexity of your project. Some points you may consider:

- List a break-down of key project activities (deliverables) against key timelines – noting your project timeline must include a start and end date.
- Identify any co-investment, strategic collaborations and partnerships (where relevant).
- Identify if any approvals are needed for the project (for example government or local council permissions).
- Include/ attach a health and safety plan (or copies of existing relevant Health and Safety Policy and Procedures) that relates directly to the working environment for all people involved in the delivery of this project.
- Include/ attach a risk management plan that directly relates to the delivery of this project.
- Identify reporting intervals (minimum every 6 months) to communicate about your project.

Risk Management plans and Health and Safety plans will be reviewed by the Risk and Compliance Manager at the Great Barrier Reef Foundation prior to executing the contract and further detail may be requested.



Your application must include a clear project budget that details project income and expenses. This should be in line with the size and nature of your project. The budget costs must relate to project activities (deliverables) set out in your project plan and detail the resources and funds required to complete your project. It is important to itemise and describe costs as clearly as you can.

The following budget constraints apply:

1. Grant applications for country-based planning **or** implementation projects (focus areas 1 and 2) must be costed between \$50,000-\$150,000.
2. Grant applications for junior ranger programs (focus area 3) must be costed between \$10,000 - \$50,000.

All amounts should be GST exclusive and rounded up to nearest \$10.

For expenses relating to services and/or consultants over \$50,000 you should provide evidence of a quote.

#### **Criterion 4 – Capacity of the organisation to deliver the project**

(mandatory)

*The Application must provide details of the Traditional Owner governance arrangements (and other relevant governance arrangements if being sponsored by a non-Traditional Owner organisation) that are in place to oversee the successful delivery of the project, including details of any relevant experience and performance history in delivering grants.*

You must describe the governance arrangements that you have in place to support the effective and efficient delivery of the project, including relevant leadership, project management and project reporting expertise.

You should describe any past experience your group and project team have in managing grants including any relevant examples.

You should also tell us how this project will support and enhance existing governance arrangements, build community capacity and contribute to the delivery of long-term outcomes.



**Criterion 5 – Ability to share project outcomes with Traditional Owners and the broader community**  
(desirable)

*The Application should outline how information about the project will be communicated with others, including in the provision of regular updates, and any experience and skills you have in this area (including examples).*

You should describe how you plan to effectively communicate information about your project with others. You may provide previous examples of work that you have done before.

You should also include any relevant experience you have in preparing and communicating such information.

To help share stories and outcomes from projects, the GBRF may seek to support opportunities for project media and communications. This may include opportunities for media or support for communications materials to help communicate your project (for example, photos and videos to document projects).

## 12. Conflicts of Interest

Applicants are required to declare as part of their application, existing or perceived conflicts of interest that would, or may impact on, or prevent the applicant proceeding with the project or any funding agreement it may enter into with the GBRF.

A conflict of interest may exist, for example, if the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a GBRF staff member
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicant in carrying out the proposed activities fairly and independently, or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the program.

### **Appropriate management of any conflict of interest**

It is important for conflicts to be managed by impartial decision-makers, who are not involved in the conflict. Should an applicant identify in writing to the GBRF any conflict of interest in relation to their funding application, GBRF will decide what the appropriate next steps are. Please contact the GBRF on 07 3171 0413 if you wish to discuss this area of your application in more detail.



### 13. Preparing an application

The Grant Application Form is available to download from the [Great Barrier Reef Foundation](http://www.barrierreef.org) website ([www.barrierreef.org](http://www.barrierreef.org)). Completed applications must be submitted, together with all supporting material, via email to [grants@barrierreef.org](mailto:grants@barrierreef.org) by the due date.

Other information that may assist in the preparation of an application will be included in the Grant Program Information Sheet – also available for download on the GBRF website. The Information Sheet includes Frequently Asked Questions (FAQ) and will be updated on the website throughout the duration of the open grant round.

If you have any questions regarding the application process, after reading the Guidelines and other supporting information, please contact the GBRF at [grants@barrierreef.org](mailto:grants@barrierreef.org) or 07- 3252 7555.

The assessment of applications made to the Grant Program is a competitive process and assessors need all the information in the Application Form to be completed to ensure proposals can be compared equally.

To be competitive for funding you will need to address all sections in the Application Form. All assessment criteria must be addressed.

Do not include any information that is false or misleading. Your application will be excluded from further assessment if it is found that false or misleading information has been used.

Traditional Owner groups are limited to a maximum of two applications – however only one application can be made for either focus area 1 (undertaking country-based planning) or 2 (implementing country-based plans) and a second, separate application is permissible if groups wish to apply for junior ranger funding under key focus area 3.

If you are a GBR Traditional Owner group that is an Applicant for your group but have also been asked to act as a Sponsor for another Traditional Owner group, you may also submit up to the maximum number of applications for that Traditional Owner group.

To give your application the best chance possible for success please consider the following:

- The applicant should be the owner of the bank account into which the grant (if successful) will be paid. The legal entity will be required to enter into a funding agreement with the GBRF and will be legally responsible for the proper acquittal of any funds awarded. Persons signing applications and funding acceptance forms must be duly authorised to do so by their group or organisation.



- The start date for the project should take into account project preparation time.
- The end date for the project should be on or before 30 June 2021.
- The amount applied for should be exclusive of GST. If you are registered for GST, the GBRF will add that amount to your grant.
- Remember that the GBRF assessment panel may have little or no knowledge of what you do. Decisions are based on the information provided, so please ensure that your application is clear, comprehensive and concise.
- Applications must be complete; include the requested documentation; meet eligibility criteria and address the assessment criteria.

## 14. Submitting an application

Applications (and all attachments with supporting information) should be submitted to the following email address: [grants@barrierreef.org](mailto:grants@barrierreef.org)

The closing date to submit an application to the Grant Program is 11:59PM AEST (Queensland time) 17 March 2019.

Late applications will not be accepted.

The submission of additional information relating to an application after the closing date can only be made if requested by the GBRF.

## 15. Notification of applicants

Successful applicants will be informed in writing. Successful projects will be publicly announced and may be published on the GBRF website. Published details may include:

- name of Traditional Owner group receiving the grant
- amount of funding received
- term of the grant, and
- summary of the project and the location of activities.

By submitting an application under this grant program, the applicant consents to publication of the above information by the GBRF.



## 16. Notification of unsuccessful applicants

Unsuccessful applicants will be notified in writing.

## 17. Conditions of receiving a grant

If you are successful, you will be responsible for managing your project within the agreed timelines, monitoring, reporting and acquitting your expenditure. Applicants should be aware that if successful:

All information in the application will be handled in accordance with the *Privacy Act 1988*.

The GBRF may disclose, or allow at any time the disclosure of, any information contained in or relating to any application:

- to its advisers, employees or internal management for purposes related to the application and assessment processes, including to evaluate or otherwise assess applications and manage any resulting funding agreement;
- to the GBRF Board members;
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by GBRF.

Successful applicants are required to sign a Funding Agreement and comply with its conditions, which will include requirements to:

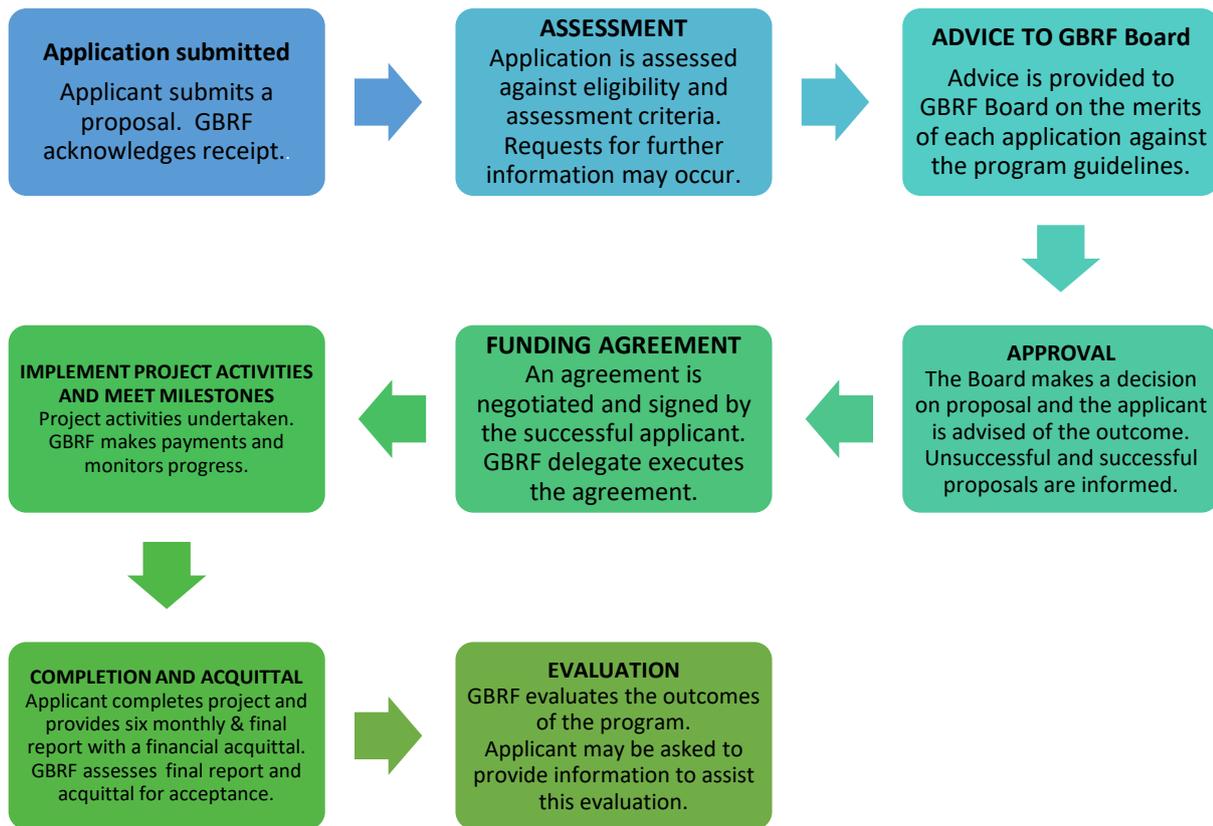
- report on the results that you are achieving against your project deliverables and milestones, and include a report on budget expenditure (a six monthly reporting template will be provided)
- appropriately acknowledge the GBRF and the Australian Government's Reef Trust as a funding source for the project.

A payment schedule for grant monies (against key deliverables and milestones) will be negotiated with the successful applicant and will depend on the nature and scope of the funded project. Payment will be made in accordance with the terms and conditions of the Funding Agreement.

It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application. Successful applicants that are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.



## 18. Grant Proposal Process Flowchart



## 19. Further information or questions

For further information, including Frequently Asked Questions, please refer to the Grant Program Information Sheet in the first instance.

Should you still have questions you may contact the GBRF Grants Office at [grants@barrierreef.org](mailto:grants@barrierreef.org) or 07 3252 7555.

Answers provided by the GBRF to clarify questions about the application process will be posted in the Frequently Asked Questions section of the Grant Program page on the GBRF website.

Applications cannot be discussed with applicants during the assessment phase.

## 20. Complaints and Disputes

The GBRF is committed to best practice in relation to resolving disputes and/or complaints. Should a problem or complaint be identified, please email [grants@barrierreef.org](mailto:grants@barrierreef.org) to identify and resolve your dispute and/or complaint.