

Reef Trust Partnership

*Community Reef Protection
Grant Program
Stage 1: Citizen Science*

Grant Guidelines

Issued 7 January 2019



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About these guidelines

The Grant Guidelines (the 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 – Community Reef Protection Grant Program Stage 1: Citizen Science”.

The Guidelines also outline the information potential applicants will need to include in an application.

Potential applicants should read these Guidelines in their entirety, as well as review the application form, before deciding to submit an application.

Key dates

Grant applications open	7 January 2019
Applications close	30 January 2019, 11.45pm AEST
Successful applicants announced by	February 2019

About the Reef Trust Partnership

The partnership between the Australian Government and Great Barrier Reef Foundation (GBRF) is centred on a landmark investment of \$443.3 million to build the resilience of the Great Barrier Reef (the 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 (the Partnership), with project implementation from 2019.

The approach to investing funds through the Partnership is set out in an investment strategy. Annual work plans, identifying priority activities, outcomes and budget for each financial year, will be prepared each year by 30 June for the upcoming financial year to outline delivery of the investment plan. In the short term, the Partnership wishes to identify and support time-sensitive projects that merit funding in advance of completing the first annual workplan, and this is the basis of the current grant program.

The Partnership includes an investment of \$10 million towards activities to improve the engagement of the broader Community in the protection of the Great Barrier Reef World Heritage Area (GBRWHA) (“the Community Component”).

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. Traditional Owners are acknowledged as distinct from ‘stakeholders’ in recognition of their inherent rights, obligations and interests.

The Community Component contributes to efforts to deliver on the Reef 2050 Plan, including the outcome to ‘*support an informed community that plays a role in protecting the Reef for the benefits a healthy Reef provides for current and future generations*’.

About the Grant program

'Empowering people to be part of the solution' has been identified as a key element to building the resilience of the Great Barrier Reef (GBR) and reef-dependent communities, as outlined in the [Great Barrier Reef Blueprint for Resilience](#).

The Community Reef Protection Grant Program (Stage 1: Citizen Science) grants aim to boost capacity and collaboration for activities that engage the community in collecting, sharing, and applying Reef health data. Citizen science projects offer pathways for communities to actively engage in efforts to help monitor, understand and protect the Reef, contributing a range of benefits.

This grant program will utilise the Australian Citizen Science Association definition of citizen science as "public participation in and collaboration in scientific research with the aim to increase scientific knowledge."

The Community Reef Protection Grant Program funding (Stage 1: Citizen Science) competitive grant program will help to deliver on the Reef Trust Partnership strategy by:

- Maintaining momentum, ensuring continuity and maximising high value and/or high impact opportunities within, or that build upon, existing programs
- Laying the foundations for future work under the Community Reef Protection component to maximise the potential and value of future investments under the Reef Trust Partnership, with a focus on maintaining or building delivery capacity in reef citizen science and community engagement programs for the Great Barrier Reef World Heritage Area
- Building on prior investments and initiatives that can demonstrate and are independently recognised as having made significant contributions towards achieving the Reef 2050 Plan targets

Projects funded through this grant program must meet the following guidelines:

- provide opportunities for engagement of the broader community in the protection of the Great Barrier Reef World Heritage Area through citizen science activities
- maintain or build on on-ground delivery capacity for an existing provider with demonstrated experience to deliver on key grant program activities and outcomes, as well as actions relevant to the Reef 2050 Plan which are grounded in robust science
- collect data that contributes to and/or builds on existing best-practice citizen science programs operating within the Great Barrier Reef World Heritage Area, which enhance critical understanding about the state and recovery of coral reefs and associated ecosystems (such as mangroves, and seagrass), and/or marine diversity information (with a focus on reef health indicator species).
- commence by April 2019, with a proposed project duration of up to 2 years to contribute time-sensitive information about Reef health, in particular Reef health stressors and recovery
- demonstrate meaningful partnerships to maximise outcomes – must have a minimum of two collaborative partners contributing to the project
- have clear strategy on how to use and report on information, and how to help communities meaningfully engage with information

Projects which provide engagement pathways for Traditional Owners and youth (25 and under) and seek to identify opportunities for external ongoing project funding are encouraged.

See 'Assessment against criteria' section for additional details on how projects will be assessed.

Eligibility requirements

To be eligible for a grant, applicants need to meet the following eligibility requirements:

- accept the conditions of the Application.
- be an organisation operating in Australia and have an Australian Business Number (ABN).
- confirm that all actual, perceived or potential conflicts of interest relating to the grant project have been declared.
- demonstrated systems in place to develop and implement appropriate and comprehensive WHS policies and procedures for the performance of the activity. If activities are deemed high risk a safety critical control self-assessment audit will be required (note that SCUBA diving and working on water have been identified as high risk activities – click here to download the [SCUBA diving](#) and [working on water](#) audit checklists).
- hold or be willing to hold the required insurance.
- agree to participate in a collaborative approach to communication across the suite of funded projects, including participating in occasional grant program network meetings (via video/teleconference) during the life of the project to support partnerships, information exchange and shared messaging.
- agree that the successful applicant will retain all Intellectual Property Rights from their project material, but will provide project data for broader program-wide data reporting during the term of the project to facilitate timely communications and reporting. Reporting will be developed in consultation with successful project applicants and relevant data users.

All activities must:

- comply with the *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)*
- have all relevant permits obtained before any on-ground works commence in the Great Barrier Reef World Heritage Area or Reef catchments.
- accord with the best practice approach principles of Free, Prior and Informed Consent, and Mutual Benefit in regard to engagement with Aboriginal and Torres Strait Islander engagement. In summary, *free, prior and informed consent* is universally acknowledged as the best-practice principle to empower Indigenous peoples engaging with state institutions and stakeholders in relation to matters that have the potential to affect their lands, territories, natural resources and their lifestyles.
 - **Free** consent – consent must not be given under duress. Negotiations should not involve undue pressure, coercion or manipulation.
 - **Prior** consent – the consent must be granted before the action in question is taken.
 - **Informed consent** – consent must be on the basis of complete and clear information.

Project outcomes and activities

The overall purpose of this grant program is to maintain and build on current Reef citizen science projects to deliver outcomes across four focus areas. Eligible priority activities have been outlined, but this is not an exclusive list of activities.

Program outcome focus areas	Eligible project activities
Build knowledge and understanding about the condition of GBR coral reefs and associated ecosystems, as well as indicators relevant to marine diversity of key indicator species	<ul style="list-style-type: none"> analysing and reporting on citizen science data, including opportunities to engage participants in data processing and reporting communicating information about reef health status through engaging formats in a timely manner facilitating opportunities for information exchange with local communities implementing methods to build on existing proven citizen science methodologies (e.g. new innovations to enhance monitoring outcomes from the project or increase benefits from the project)
Encourage and support community engagement in local on-ground stewardship actions	<ul style="list-style-type: none"> engaging participants field-based citizen science data collection and training using existing, proven citizen science methodologies delivering communication and engagement activities that encourage positive local community participation in projects that use citizen science to inform approaches to reduce Reef threats and boost Reef resilience
Empower community leadership and connection with decision-making	<ul style="list-style-type: none"> facilitating local and regional data reporting through platforms accessible to Reef communities fostering pathways that connect citizen science contribute to reef science and management initiatives
Foster enduring outcomes, such as through partnerships, participation from key target groups and maintaining project funding	<ul style="list-style-type: none"> collaborating on reef citizen science and engagement activities with other delivery partners supporting project delivery and engagement with Traditional Owners supporting youth engagement (25 years and under) including leadership development opportunities where suitable undertaking activities to build organizational capacity to support sustainable funding pathways for ongoing project activities

Applications should clearly demonstrate how activities will deliver on the outcome focus areas.

Funding available

The total funding available under this grant program, and the funding limits are listed below:

Total funding available	Up to \$700,000
Minimum project funding	\$50,000
Maximum project funding	\$100,000

Demonstrated collaboration is a requirement for funding. The lead Applicant may only submit one application but may be a project partner on other applications.

The minimum project budget is intended to encourage collaborative applications and provide opportunities for Applicants to scale or replicate initiatives to allow for enhanced spatial or geographical coverage. Smaller projects are encouraged to team up for an application.

Co-funding contributions

When projects are to be undertaken in conjunction with, or part funded by, a partner, the applying organisation will be the contracted entity for the purpose of receiving a grant. In these instances, applicants will have a clearly defined budget for the life of the grant with activities and/or levels of support (cash or in-kind) from any partners or other financial contributors clearly specified in the application.

Successful project Applicants are also expected to actively engage in collaborative activities to communicate project activities and deliver agreed key messages around Reef health and calls to action to foster unity in approach and outcomes.

What can be funded

Whilst not exhaustive, the list below provides examples of the types of expenditures that would be considered eligible for funding as part of a project proposal under the grant:

- salaries, wages for project delivery staff
- consultancies and contractors engaged to deliver the project
- appropriate travel and accommodation
- materials and equipment directly relevant to project delivery
- communication and engagement
- data analysis
- monitoring and evaluation
- administrative and project management costs required to deliver the project, such as financial audit and accounting costs (costs must not exceed 10% of the funding allocation).

What can't be funded

A project will be deemed ineligible if:

- 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, unless approval has been received in writing from GBRF
- the activity is 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 with the same participants (complementarity of effort achieved through other programs or projects is encouraged, however).
- the activity is deemed to be of a commercial nature that does not represent a direct public benefit for the broader community

The list below outlines the activities and expenditures that **may not be included** within the project budget. These include:

- land or marine vehicles, plant, facilities (incidental expenditure on capital items may be considered)
- costs incurred in the preparation of a grant application (including this application) or related documentation
- on-ground marine habitat restoration activities, although relevant monitoring of restoration projects can be funded
- retrospective costs.

This list is not exhaustive. 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 grant program is a merit-based, competitive grant with defined funding limits. Only the strongest proposals that best meet the assessment criteria will be funded. Applications that do not meet minimum stage one requirements will not be progressed to stage two.

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 'Eligibility requirements')
- the application has been completed in full and all essential information has been provided
- the applicant does not have any outstanding obligations for one-off projects funded by GBRF.

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

Stage two – assessment against criteria

Eligible applications will be assessed by an Assessment Panel against the following assessment criteria and a ranking allocated to each application.

ASSESSMENT CRITERIA	WEIGHT
1. The project will engage the broader community in the protection of the GBRWHA to contribute to the Reef 2050 outcome “to support an informed community that plays a role in protecting the Reef for the benefits a health Reef provides for current and future generations”. The extent and quality of engagement will be considered.	20%
2. The project implements (and where suitable enhances) a well-established citizen science method that which enhances critical understanding about the state and/or recovery of coral reefs and associated ecosystems (such as mangroves, and seagrass), and/or marine diversity information (with a focus on reef health indicator species) within the GBRWHA. Data generated through the project must contribute to, and may build on, existing citizen science data programs. Projects must clearly outline methodology (including rationale for site locations & data collection timing), quality assurance and control, enhanced methods, and data applications. Activities that collect data with benefits for multiple programs will be highly regarded.	20%
3. The project maintains or builds on existing on-ground delivery capacity for applicants with demonstrated experience, capacity and capability to deliver on the following activities: <ol style="list-style-type: none"> Deliver on-ground action by engaging participants field-based citizen science data collection and/or field-based training to support data collection, and communication initiatives that encourage positive local community participation in projects which use citizen science to inform approaches to reduce Reef threats and boost Reef resilience Build knowledge and understanding about the condition of GBR coral reefs, associated ecosystems and/or diversity of key marine indicator species, through data collection, analysis, communication, and locally-relevant information exchange in communities where projects are undertaken. Projects must demonstrate how information generated through the project will contribute to (and may build on) existing citizen science data programs, how data will be communicated to target audiences in a timely manner, how information will build knowledge and understanding through research, education and management applications. Empower community leadership and connections with decision-making, such as through local and regional data application initiatives and fostering pathways that strengthen how citizen science to contribute to reef science and management initiatives. Foster enduring outcomes, such as by collaborating on reef citizen science and engagement activities with other delivery partners to enhance benefits (mandatory), as well as supporting genuine engagement pathways for Traditional Owners and youth (25 and under) and developing opportunities for ongoing project funding pathways (recommended). 	20%
4. The project delivers measurable benefits and outcomes using a clearly articulated evaluation strategy across the grant program priority outcome areas. Projects must incorporate an evaluation component to document and measure community benefits (may include environmental, cultural, social and/or economic outcomes).	20%
5. The project fosters genuine partnerships. Partners’ expertise and engagement will add significant value. The extent and indicated benefits of partnerships will be considered in assessment.	10%
6. Project demonstrates value for investment and integrates other funding or co-investment opportunities, including quantifiable in-kind and volunteer support.	10%

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

Stage three – selection of successful applicants

GBRF, having considered the recommendations from the Assessment Panel, will decide which applications will receive funding under the grant program.

The amount of grant funding offered for any successful project may be less than the amount requested by the applicant. In such an event, funding will be provided for a re-scoped version of the applicant's project (including a revised budget), which will need to be approved by GBRF prior to commencing the project.

The total number of projects funded under the grant program will be at the discretion of GBRF. GBRF shall be the final decision-maker on any application and it is a condition of application that the applicant accepts GBRF's decision as final.

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 the successful applicant organisation
- location of the successful applicant
- project term
- title and description of the project and its intended outcomes
- amount of funding awarded.

Unsuccessful applicants will also be notified in writing at the time the successful projects are announced.

GBRF will keep confidential all confidential information of the applicant which it obtains 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 also does not comment on whether a particular individual or company has or has not approached GBRF to fund a project until a final decision to fund has been made.

GBRF may also 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.

Formation of contract

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

- report on how you have spent the money provided
- measure and report on the outcomes from the funded project
- appropriately acknowledge GBRF (or its program funder) and the Australian Government's Reef Trust as a funding source for the project.

A payment structure 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.

As part of the contracting process, the successful Applicant must:

- demonstrate appropriate and comprehensive WHS policies and procedures for the scope of work and activities to be performed;
- provide a copy of WHS policies and procedures
- outline processes for training and induction of participants
- provide a risk assessment for the activity
- provide information on WHS performance over the past 3 years
- if activities are deemed high risk a safety critical control self-assessment audit will be required (note that SCUBA diving and working on water have been identified as high risk activities).

Developing an application

Applicants should take into consideration the guidance and rules provided in these Guidelines, the Grant Application Form and the Funding Agreement.

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 Grant Guidelines at www.barrierreef.org.

Submitting an application

Applications open on 7 January 2019 and close on 30 January 2019 at 11.45pm AEST.

All applications should:

- be submitted using the prescribed Grant Application Form
- be complete and contain all the information that is relevant to, and necessary for, assessment
- have all mandatory documentation attached
- provide current and accurate information
- only contain attachments which are directly relevant to the project proposal, are concise and clearly labelled
- not contain information that is false or misleading (applications considered to contain false or misleading information may be excluded from further assessment).

GBRF may request verification of any information contained in the application form during the assessment process.

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.

Late applications will not be accepted.

Closing date and lodgement

Applications close on **30 January 2019 at 11.45 PM AEST.**

Applications (and all attachments) must be submitted online at: www.barrierreef.org.

Except in the case of unintentional errors and omissions, or verified online technical difficulties, applicants will not be permitted to amend their applications.

The submission of additional information relating to an application after the closing date can only be made if requested by GBRF. In the event of the applicant having made an unintentional error or omission, GBRF will decide whether to accept an amendment or additional information on a case-by-case basis.

Successful Project Applications

Working together & collaborative communications

These projects aim to facilitate communications with multiple organisations working on citizen science projects, along with end data users, to enhance the benefits of project activities and outcomes. There is an expectation that funded projects will actively participate in collaborative efforts through occasional video/teleconferences to support communication between projects and relevant project stakeholders, as well as collaborating on robust science-based messaging.

Evaluation

There is an expectation that each project will integrate a project evaluation component to document the outcomes and benefits of the activities.

Project reporting will include a consistent reporting framework across projects, as well as sharing project outcomes as well as key lessons learned (successes as well as challenges). Information from reports may be shared publicly on the Foundation's website. There may be opportunities to consider enhanced project evaluation as part of the grant program's commitment to and impact evaluation.

To further support understanding of outcomes from project investment, GBRF may ask successful Applicants to participate in a grant program evaluation survey.

Project Data Reporting

GBRF will seek to work with groups to support a shared data communication product that incorporates information from all projects with the goal to communicate project outcomes and support integration of multiple data sets that meet science, management and community interests. Funded projects will be expected to contribute data to support these efforts in a timely manner in line with intellectual property considerations. This approach aims to support innovation, integration and collaboration that enhances implementation pathways for local actions that contribute to Reef 2050 Plan and Reef Resilience Blueprint priorities.

Project Communications

To help share stories and outcomes from projects, 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 (eg photos and videos to document projects).

Queries

Applicants may contact the GBRF Grants Office by emailing grants@barrierreef.org or by telephoning 07 3171 0421.

Answers provided by GBRF to clarify queries about the Application process will be posted in the FAQ section on the GBRF website. Applications cannot be discussed during the assessment phase.