# Traditional Owner Stage 2 Grant Guidelines

Reef Trust Partnership

Australian Government

REEF TRUST

Great Barrier Reef Foundation

*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.*

## Artwork by Keisha Leon, Leon Design

**Crown-Of-Thorns Starfish Control**
This symbol reflects the purpose of this program, which is to restore balance to the ecosystem. Where there is an imbalance it threatens the health of the reef, but when there is balance, we give it a chance to thrive.

**Integrated Monitoring and Reporting**
This symbol looks at the importance of sharing and storing knowledge for future generations. The symbol has two representations; the first being the literal idea of keeping track of life within the Reef (the cycle of life); the section being knowledge from past, present and future working together to care for the Reef. The dots represent the importance of the cycle

**Reef Restoration and Adaptation Science**
The symbol represents the thriving ideals of a restored reef, the growth in coral and sea life, and the growth from what is now to the hopeful future (3 circles). The dots represent the thriving life that a restored and healthy reef brings. The symbol also subtly looks like a caring hand helping the Reef to grow.

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## Reef Trust Partnership –Traditional Owner Stage 2 Grant Program 2020

The Reef Trust Partnership - Traditional Owner Stage 2 Grant Program 2020 is a competitive grants program which provides up to $1.5 million to eligible Traditional Owners to strengthen leadership and build capabilities, increase skills and training opportunities; undertake planning and on-ground activities that enhance participation in Reef Trust Partnership component areas. The program will also enable Traditional Owners to build, maintain and strengthen key partnerships as well as provide an opportunity to undertake mapping, conservation, protection and promotion of important heritage values in places that form part of delivering the Reef Trust Partnership.

This program forms part of the Reef Trust Partnership Agreement and builds on the Traditional Owner Stage 1 Grant Program 2019 - contributing to improving the engagement of Traditional Owners in the protection of the Great Barrier Reef World Heritage Area.

The Great Barrier Reef, its broader seascapes and adjacent coastline and catchment areas form part of a complex bio-cultural landscape involving many layers of human interactions, adaptation and connection. The significance of the Reef to Traditional Owners is well documented with Traditional Owner management aspirations reflected as part of key investment priorities that implement the Reef 2050 Plan.

The Reef Trust Partnership - Traditional Owner Stage 2 Grant Program 2020 provides Traditional Owners with opportunities to further their ongoing investment in self-positioning as critical land and sea management partners, as well as supporting practical realisation of their rights to self-determination in the care and protection of the Great Barrier Reef. The focus of the last two decades on Great Barrier Reef Traditional Owner aspirations highlights a number of critical issues that are central to Traditional Owner empowerment and rights to self-determination. Key focus areas addressed by the grants program aim to help build core skills and capabilities required to successfully deliver the Reef Trust Partnership as well as support Traditional Owners' full and effective participation in decision making, in matters that affect them. Improved access to information and communications technology has also rapidly intensified Traditional Owner interest in data sovereignty including preparations required to negotiate and enter into agreement making relevant to land and sea management.

These grants have been developed for Traditional Owners of the Great Barrier Reef and its catchment to support project activities that align the aspirations of Traditional Owners with high impact, positive outcomes for the Reef.
Traditional Owners can apply for a share in $1.5M to support and enhance participatory pathways into effective delivery of Reef Trust Partnership component areas specifically focusing on Crown of-Thorns Starfish (COTS) Control; Integrated Monitoring and Reporting (IMR); and Reef Restoration and

Adaptation Science (RRAS). Funding activities relevant to Traditional Owner care and protection of healthy water and water sources are being specifically addressed through the Reef Trust Partnership Traditional Owner Healthy Water Grants Program 2020.

This investment will contribute to a large-scale, coordinated, strategic plan of action that can be co-developed between Reef Traditional Owners and their partners - building on and scaling the work already being done within the Reef and its catchment and focusing on strengthening opportunities and supporting Traditional Owner led actions across all Partnership component activities.

Grants will support activities in the key focus areas of:

- Leadership and capacity building
- Planning
- Innovation
- Partnership development
- Indigenous Heritage Value mapping

**Total grant investment is $1.5m.**

**Grants between $50k-$150k (GST exclusive) are available**

*Grants for up to $300K (GST exclusive) may be considered under special circumstances for highly complex projects that deliver on multiple outcomes from Traditional Owner groups with established and proven track records in project management and execution These must be accompanied by a detailed budget.*

## 1. About these guidelines

The Grant Guidelines (Guidelines) are designed to provide potential applicants with the information needed to apply for a grant under the "*Reef Trust Partnership – Great Barrier Reef Traditional Owners Stage 2 Grant Program*". These Guidelines provide important information about the Grant Program including the types of activities under the RTP component areas that can be funded, 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. Frequently Asked Questions can be located on the Foundation website and will be updated throughout the period that applications are open.

The package of information that supports the Grants program is available from the Foundation website and comprises:

- Grant Guidelines
- Grant Application Form
- Proposed Funding Agreement Terms and Conditions (to be negotiated)

## 2. Key dates

| | |
|---|---|
| Grant applications open | 6 October 2020 |
| Applications close | 17 November 2020, 11.45pm AEST |
| Successful applicants announced | 11 December 2020 |
| Contracts negotiated | Mid-January 2021 onwards |
| Projects start | February 2021 onwards |

## 3. Key focus Areas of the Grants Program

The grant program aims to increase Traditional Owner led Reef protection activities across three components of the Partnership (COTS control, IMR and RRAS). It is designed to enhance Traditional Owner pathways into these component areas, strengthen and support on-ground activities and deliver good outcomes for the Reef.

This grant round is a great opportunity for new partnerships to be created and to highlight and promote the importance of Indigenous Knowledge in providing protection and better management of the Reef.

### 3.1 Key Component Areas

#### *3.1.1 What is the Crown of Thorns Starfish (COTS) control component focussed on?*

The COTS control component supports the work that is happening for in-water control and looking for improvements in efficiency in how that work is done. But there is also an important space to understand how COTs outbreaks can be detected early and whether there are alternative control methods that may be used to manage COTS in the future.

#### *3.1.2 What is the Integrated Monitoring and Reporting (IMR) component about?*

The IMR component supports critical Reef monitoring activities. Having monitoring data is important for making good management decisions for the Reef, and the technology that supports data management and its proper use is critically important.

### *3.1.3 What is Reef Restoration and Adaptation Science (RRAS)?*

The overall purpose of RRAS is to conduct and implement activities that support reef restoration or help the reef adapt to the changes it is experiencing (for example through climate change or cyclones). An important part of this component is working with Traditional Owners, stakeholders and the community to ensure that any risk of negative impacts are managed (including impacts to cultural values). It is a component that has a lot of research and development opportunities to help find and implement ways of helping to restore the reef in areas it has been damaged or affected; OR look at ways to support coral reefs to adapt to the pressures they are facing.

## 3.2 Key Focus Areas

### *3.2.1 What sort of opportunities are available for Traditional Owners in this grant round?*

There are various ways that Traditional Owners can be supported to deliver on the objectives of these components and many of the activities generally relate to the areas of:

1. Leadership and capacity building
2. Planning
3. Innovation
4. Partnership development
5. Indigenous Heritage Value mapping

Projects can address more than one Key Focus Area or Key Component Area, but only one application can be submitted per applicant for this grant opportunity.

## 3.3 Guidance on eligible activities

To help provide some guidance on suitable and eligible activities please see examples of the different activities within the thematic areas that Traditional Owner groups may wish to apply for in a grant. The activities listed in the table are not exhaustive. Traditional Owners are encouraged to identify projects that are priorities for their groups and also relate to the three component areas.

**Table 1**

| Crown of Thorns (COTS) control | |
|---|---|
| **Activity Type** | **Activity Examples (**This is not the final list. There may be many more examples that are relevant to your Traditional Owner group**)** |
| **Leadership and Capacity Building** | • Provide specialised COTS control program training (eg. AMSA WHS Training/ Coxswains/ CERT III CALM/ Qld Advance Diver/ Occupational Diver Qualification/ Data Management/ preparing for relevant governance and leadership roles)<br>• Provide specialised culturally appropriate training/ education / leadership programs to build capacity in COTS control<br>• Foundational activities that assist business readiness to participate in COTS control activities |
| **Planning** | • Developing a feasibility study (or business case) for in-water COTS control program |
| **Innovation** | • Explore innovations that may reside in Traditional Knowledge and customary or cultural practices to inform new ways to control COTS. |
| **Partnerships** | • Develop Business models that can support Traditional Owner aspirations in this area<br>• Develop and share protocols on working together in the COTS control area<br>• Developing formal partnerships with existing COTS service providers that are conducting work on your sea country |
| **Mapping Indigenous Values** | • Visiting COTS project sites to identify and map culturally important locations, to ensure they are respected as part of the COTS control program |

**COTS in-water control activities will not be eligible for funding in this grant round, however the Foundation are committed working with Traditional Owners to build partnerships and necessary competencies required to support those activities in the future.*

**Table 2**

| Integrated Monitoring and Reporting | |
|---|---|
| **Activity Type** | **Activity examples** (This is not the final list. There may be many more examples that are relevant to your Traditional Owner group) |
| **Leadership and Capacity Building** | • Provide specialised, culturally appropriate training/ education/leadership programs in integrated monitoring and reporting, which encourage participation from women and youth<br>• Preparation for relevant governance and leadership roles<br>• Foundational activities that assist business readiness to participate in integrated monitoring and reporting (e.g. data base/ GIS/ digital technologies/ computer skills training, project management or business administration certificates/diplomas) |
| **Planning** | • Develop Country based management and implementation plans<br>• Seasonal calendars<br>• Data sovereignty, including development of Indigenous Knowledge Plans; preparing for data sharing agreements/ supporting decision making and improved understanding about data and information management/ data repatriation/ data ownership. *Indigenous Data Sovereignty refers to the right of Indigenous people to exercise ownership over Indigenous Data. Ownership of data can be expressed through the creation, collection, access, analysis, interpretation, management, dissemination and reuse of Indigenous Data.*<br>• Training in cultural data base programs and data management systems<br>• Cultural and Environmental Information Management systems (database) |
| **Innovations** | • This may include exploring ideas that reside in Traditional Knowledge and customary or cultural practices to inform new ways to undertake integrated monitoring and reporting. It could take the form of an innovative approach that sees the design and delivery of projects that scale up good ideas or accelerates change or support transformational initiatives. |
| **Partnerships** | • Develop protocols on working together or data sharing etc |
| **Mapping Indigenous Values** | • Mapping of cultural and heritage values. Priority will be given for place based or site-specific areas that are, or likely to be, subject to delivery of the Reef Trust Partnership Agreement (components).<br>• Monitoring the condition and status of identified cultural and heritage values (where it is not currently being funded or supported) |

**Table 3**

| Reef Restoration and Adaptation Science | |
|---|---|
| **Activity Type** | **Activity Examples (**This is not the final list. There may be many more examples that are relevant to your Traditional Owner group**)** |
| **Leadership and Capacity Building** | • Training/education or leadership programs that are culturally relevant and appropriate so that Traditional Owners participate in and contribute to Reef Restoration and Adaptation Science projects.<br>• Capacity building – ways to enhance or introduce scientific concepts and skills as well as communication, negotiation and project management skills<br>• Preparation for relevant governance and leadership roles<br>• Training through the Reef Restoration Toolkit and associated resources |
| **Planning** | • Develop Sea Country Plans that describe and report on bio-cultural values and Traditional Owner aspirations, including assessment and description of threats and pressures faced on your Country from both an environmental and cultural perspective. Having a Sea Country Plan in place could support and direct conversations for participation in the wider Reef Restoration and Adaption Science program, such as development of toolkit or permit application.<br>• Development of research plans, ethics and engagement guidelines to help guide research work on your sea country and establish strong partnerships. |
| **Innovations** | • Development of innovative solutions to help improve the health and resilience of the Reef.<br>• Traditional Knowledge and place-based learning to address challenges faced by the Reef.<br>• Innovation may also include bringing together the ideas from Indigenous knowledge systems and western science (in a two-way approach) to find best possible management and intervention solutions for the Great Barrier Reef. |
| **Partnerships** | • Develop partnerships needed for local reef restoration activities. For example there may be traditional practices that could be put in place to restore or protect the Reef and Traditional Owners could apply for a grant to work on protocols on working together with partners (e.g. researchers or tourism operators etc) that would protect their Intellectual and Cultural property rights and deliver positive outcomes for the Reef.<br>• Partnership development could also be working out an agreement to work with scientists, reef managers or tourism operators on projects they have initiated. |
| **Mapping Indigenous Values** | • Research and document Traditional Owners Indigenous knowledge and cultural values that apply broadly to reef restoration and adaptation activities, and/or<br>• Visit proposed restoration sites and identify and map culturally important locations to help guide projects on appropriate access and activity delivery. |

## 4. Funding available

### 4.1 Standard Grants

Grant opportunities will range from **$50k -$150k**

### 4.2 Complex Grants

The Foundation does have the ability to consider highly complex projects from Traditional Owners groups with established and proven track records in project management and execution. Grants up to $300k will be considered for projects that are well designed, include external partners, deliver on multiple outcomes for the reef and the Traditional Owner group/s and are accompanied by a detailed and well thought out budget.

## 5. Grant Activity Timeframe

- Standard Grants should be ready to start in early February 2021 and must be completed by 30 June 2023
- Complex grants should be ready to start in early February 2021 and must be completed by 30 May 2024.

## 6. Who can apply - Eligibility

### 6.1 Who is eligible?

**To be eligible** Traditional Owner groups that apply for funding must meet all of the following criteria:

1. 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.
2. Be a Traditional Owner group for the area the work/planning is proposed (or have culturally appropriate permission where the project may be over multiple estates).
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
5. Hold or be willing to hold the required insurances.
6. Have a project that is ready to commence by early February 2021

**Traditional Owner groups that are not legal entities 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. The legal entity will be legally responsible for meeting the contractual obligations of the grant.**

*PBCs or Aboriginal Corporations that represent more than one Traditional Owner group may apply for a grant but that does not exclude an individual Traditional Owner group applying separately.*

### 6.2 Who is NOT eligible?

The following groups or organisations are not eligible to apply unless sponsoring for a Traditional Owner organisation

- Regional natural resource management organisations
- Peak industry groups or umbrella bodies
- All levels of government

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. What can be funded?

### 7.1 What activities are eligible for funding?

To be eligible, a project must:

1. Align with one or more of RTP component areas (COTS control, IMR and RRAS)
2. Grant applications for Standard Projects must be costed between $50,000-$150,000
3. Grant applications for Complex Projects must not exceed $300,000
4. Standard Projects must be completed no later than 30 June 2023.
5. Complex Projects must be completed before 30 May 2024

In general (across all types of grant applications), grant monies can be used to fund:

- Salary expenses where the costs are directly related to the project being funded.
- Consultants or contractors with relevant knowledge and/or specialist expertise needed to complete the project
- Appropriate travel and accommodation
- Communication and engagement
- Monitoring and evaluation
- Fees for elders
- Training and learning packages or courses
- Administrative required to deliver the project, financial audit and accounting costs (these costs must not exceed 10% of the funding allocation)

Funding l**imitations are set on the following:**

- Administrative support and operational expenses (includes office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs) will only be supported up to 10% of the total requested project funding
- Audit/acquittal costs will not be funded in excess of $3000
- Hire or lease of vehicles will be permitted only where it can be demonstrated that this is essential to completing specific project phases or outputs detailed in the project plan.
- Purchase of plant and equipment up to the value of $10,000 may be funded only where essential to the achievement of project outcomes (**purchase of cultural databases may exceed the $10k limit if a quote is provided as part of the application)
- Salary expenses will only be funded where these expenses are attributable to a discrete project with measurable outcomes detailed in a project plan. Funding for salaried positions 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 available to support travel where this is complementary to the outcomes of the project.

### 7.3 What can't be funded

A project will be deemed ineligible if:

- it does not relate to any of the RTP component areas
- 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 real property
- the project relates to planning activities outside the Reef Catchment as defined by the Queensland Government (see https://www.reefplan.qld.gov.au/)
- 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 encouraged, however).
- Overseas travel

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

- asset purchases over $10,000 including the purchase, lease or transfer of a property (**an exception here is purchase of cultural databases that are supported by a quote)
- the repatriation of human remains and significant objects from international and Australian museums and institutions.
- funding to support the public display of objects (such as museum facilities or displays within cultural centres) will not be funded. The construction of cultural centres involving major capital works also will not be funded.
- Native Title and Cultural Heritage work; heritage surveys and connection reports conducted specifically in support of native title claims will not be funded. Heritage surveys or site clearance in relation to development proposals will not be funded.
- costs incurred in the preparation of a grant application (including this application) or related documentation
- activities that are completed or have commenced (NB. extension activities linked to projects underway, and with a proven track record of success are eligible)
- activities that would be considered part of a local, territory or state government's normal responsibilities
- activities that are required under Commonwealth, state or local government law.

**Items that were 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 was submitted.

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

## 8. Governance

The Foundation is responsible for the implementation and ongoing management of this grant program.

## 9. The application process

The application process involves applicants submitting a Great Barrier Reef Traditional Owner grant application form detailing a proposed activity. All completed application forms and any supplementary information will be reviewed by an assessment panel against assessment criteria listed in section 12. The assessment panel may request further information during this stage.

The assessment process will determine whether the proposal represents an efficient, effective, economical and ethical use of resources, as required by the RTP agreement and whether any specific requirements will need to be imposed as a condition of funding.

Following the assessment process, advice will be provided to the Foundation Board on the merits of each proposal for final approval of funding. The Foundation 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. Conflict 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 Foundation.

Where an applicant subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to their application for funding, the applicant must inform the Foundation in writing immediately.
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 Foundation 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.

## 11. 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.

### 11.1 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
- the application has been completed in full and all essential information has been provided
- the applicant does not have any outstanding obligations for one-of projects funded by the Foundation.

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

### 11.2 Stage two – assessment against criteria

Eligible applications will be assessed by an Assessment Panel against the assessment criteria in the table below.

All assessors are required to identify and disclose any current or prospective personal interest which may create a conflict of interest.

#### *11.2.1 Eligibility Criteria*

All eligible proposals will be assessed against the following criteria. Proposals must meet all assessment criteria. Eligible applications that best address the assessment criteria detailed below will receive a higher score than those that do not. Minimum requirements will be set by the assessment panel prior to the assessment of proposals.

| ELIGIBILITY |
|---|
| Acceptance of Conditions of Application |
| Traditional Owner group must apply as a legal entity |
| The Applicant confirms that all actual, perceived or potential conflicts of interest relating to the grant project have been declared |
| Applicant holds, or is willing to hold, the required insurances |
| Maximum budget of $150,000 for standard grants and $300k for complex grants |
| The Applicant's project is linked to the key funding areas COTS control, IMR or RRAs and have activities that are considered to be either leadership and capacity building, planning or innovation, partnership development and/or Indigenous Heritage Values mapping |
| The Traditional Owner group/s for the area/s within which the project is proposed must be managing the project. |

#### *11.2.2 Assessment Criteria*

The following 5 criteria are equally weighted.

| # | Assessment Criteria | Description |
|---|---|---|
| 1 | The project is Traditional Owner led (provide answer in Section 3.2, and 5.2 of Application Form) | Describe how members of your Traditional Owner groups are taking part in the project. How were they involved in developing or thinking about how the project would be designed? How will Traditional Owners be involved or employed? In the project summary and activity descriptions ensure you indicate how Traditional Owners are leading and responsible for the project delivery and outcomes. |
| 2 | Project summary – the need and potential benefits of the project and project outcomes (respond in Section 2.3 of Application Form) | Provide a brief summary of your project outlining what you want to do and how you will do it. The summary should include: Why is the project needed and why is it important to your Traditional Owner group; The values (cultural, natural, social and economic) that will be addressed by this project; the project objectives, expected outcome and the activities proposed; explain if the project builds on earlier project/s or will establish the foundations for future success; and identify the specific activities that require Foundation funding. If you also have funding from other sources, identify which specific |

| # | Assessment Criteria | Description |
|---|---|---|
| | | project activities will require Foundation funding; and a description of the benefits that will be delivered as a result of the project<br>For Complex projects, also explain how the project will build collaborative relationships with key stakeholders and organisations. List any partners and identify how these partners will add value to the project (e.g. through the contribution of additional cash or in-kind support). |
| 3 | Project Plan and budget (value for money)<br>(respond in Section 3 of Application Form) | Your proposal will be assessed on how well you have planned the project and whether it represents good value for money. The Project Plan should include a project timeline, including key project activities and deliverables in chronological order, with the beginning and end dates of each task. It should also outline the resources and funds required to complete your project. The detail provided should match the cost and complexity of your project.<br>Make sure you identify if any approvals are needed for the project (for example government or local council permissions):<br><br>The project budget should be in line with the size and nature of your project. All amounts should be GST Exclusive and rounded up to nearest $10.<br>For assets over $5,000 and expenses relating to services and/or consultants over $15 000 you should provide evidence of a quote.<br><br>Assessment of proposals will also take other factors into consideration that may potentially affect or risk the viability of the project. |
| 4 | Demonstrate the capacity of the organisation to deliver the project.<br>(Respond in Section 4.1 of Application Form) | Describe the governance arrangements that you have in place that will help you run the project. Do you have an office with any staff? Does your group have any past experience in handling a grant? Can you give us some examples of the project work that you have previously done? |
| 5 | Ability to communicate project outcomes with Traditional Owners and the broader community<br>(Respond in Section 5.1 of Application Form) | Describe how members of your community will participate. Can you provide examples on how you will communicate the project to other members of the community and stakeholders that might be interested in the project? Are there any other organisations that you will work/engage with in the delivery of your project? |

## 12. Notification of applicants

Successful applicants will be informed in writing. Successful projects will be publicly announced and may be published on the Foundation 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.

The Foundation 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 resultant funding agreement;
- to the Foundation Board members;
- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by The Foundation.

## 13. What are the 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 they are successful, the Foundation will publish information about the applicant on the Foundation website.

Published information includes:

- Name of the Traditional Owner group receiving the grant
- Amount of funding received
- Term of the grant
- 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 Foundation.

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

The Foundation 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 resultant funding agreement;
- to the Foundation Board members;

- where the information is already in the public domain otherwise than due to a breach of any relevant confidentiality obligation by the Foundation.

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

- report on how you have spent the money provided
- appropriately acknowledge the Foundation and the Australian Government's Reef Trust as a funding source for the project.

How the grant monies are paid 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.

Successful applicants will need to have the appropriate workplace, health and safety plans/policies or standard operating procedures in place. Information on these requirements can be found on the Foundation website near the grant opportunity.

## 14. Developing an application

The Great Barrier Reef Traditional Owner Grants Application form can be found at the Foundation website.

Applicants required to submit the completed application form and ensure they address the assessment criteria described on page 16 and 17 of these guidelines.

**Only one application form may be submitted by each group.** If multiple applications are submitted, only the first one received will be assessed and considered.

In order 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 Great Barrier Reef Foundation 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 simple projects should be on or before the 30 June 2023
- Complex Projects must be completed before 30 May 2024
- The amount applied for should be exclusive of GST. If you are registered for GST, the Foundation will add that amount to your grant.
- Remember that the Foundation assessment panel may have little or no knowledge of what you do. As decisions are based on the information provided, ensure that your application is clear, comprehensive and concise.
- Applications that are incomplete; do not include the requested documentation; or do not address the assessment criteria may be deemed ineligible

The assessment of the grant applications is a competitive process and assessors need all information in the application form to be completed to ensure proposals can be compared equally. To be competitive for funding you will need to answer every question. Do not include any information that is false or misleading (your application may be excluded from further assessment if it is found that false or misleading information has been used).

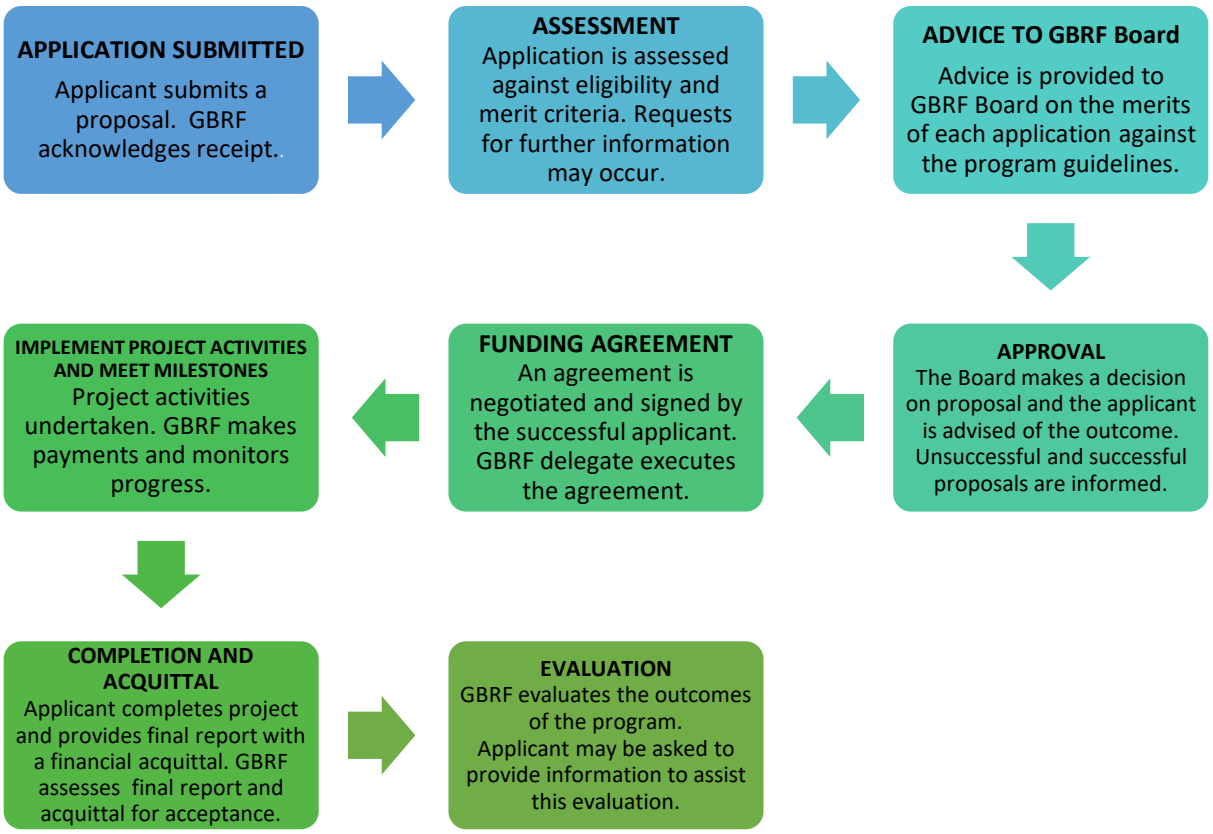
## 15. Information session

An information session will be held to provide an overview of the process, documentation and expectations as well as to answer questions from potential applicants. Details of the information session are:

| | |
|---|---|
| Time | Commencing at 11.00 am AEST |
| Date | Tuesday, October 13th 2020 |
| Format | Webinar (details/link provided after registration) |
| Register | Register at: traditionalowners@barrierreef.org<br>By 5pm Friday, October 9th 2020 |

Questions can be emailed to grants@barrierreef.org. Questions emailed by 5 pm on Monday the 12th October will be addressed during the information session where possible. The information session will be recorded and will be accessible shortly after the event.

## 16. Grant Proposal Process Flowchart




## 17. Closing date and lodgement

Applications close on 17 November at 11.55 PM AEST.

Applications (and all attachments) must be submitted online at:

applications@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 the Foundation. In the event of the applicant having made an unintentional error or omission, the Foundation will decide whether to accept an amendment or additional information on a case-by-case basis.

## 18. Queries

Applicants may contact the Foundation Grants Office by emailing grants@barrierreef.org

Applicants must not initiate contact with any other Foundation personnel regarding the grant program during the application or assessment phase. All enquiries about the application process must be via the Grants Office.

## 19. Complaints and Disputes

The Foundation 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. All unsuccessful applicants will be offered feedback on their proposal.