

# Great Barrier Reef Traditional Owner Healthy Water Grant Guidelines

*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**



*Healthy water is reflected through the natural shape and flow of waterways, as well as the waves. The symbol reflects both the movements of the sea as well as the shape of rivers and catchments. The dots represent the thriving quality of healthy water ways and the life that runs through them.*

## Contents

<b>Reef Trust Partnership –Traditional Owner Healthy Water Grant Program</b> .....	4
About these guidelines .....	5
<b>Key dates</b> .....	5
<b>About the Partnership</b> .....	6
<b>About the Grants</b> .....	6
<b>Grant Activity Timeframe</b> .....	8
Who can apply - Eligibility.....	8
Who is NOT eligible? .....	9
What can be funded? .....	9
What activities have funding limitations? .....	9
What can't be funded .....	10
Governance.....	11
Conflict of Interest .....	11
How applications are assessed.....	12
Eligibility Criteria .....	13
Assessment Criteria.....	13
<b>Information Session</b> .....	14
Notification of applicants.....	15
What are the conditions of receiving a grant? .....	15
Developing an application .....	16
<b>Grant Proposal Process Flowchart</b> .....	17
Closing date and lodgement .....	17
Queries .....	18
Complaints and Disputes.....	18



## Reef Trust Partnership –Traditional Owner Healthy Water Grant Program

The Reef Trust Partnership - Traditional Owner Healthy Water Grants Program is a competitive grants program which provides \$4.5 million to eligible Traditional Owners to build capabilities, increase skills and training opportunities, strengthen partnerships and undertake healthy water projects within the Great Barrier Reef Catchment that will help protect the Great Barrier Reef.

This program forms part of the Reef Trust Partnership Agreement and contributes to improving the engagement of Traditional Owners in the protection of the Great Barrier Reef World Heritage Area. This grant round is co-designed by Traditional Owners who are members of the Traditional Owner Water Quality Technical Working Group together with the Great Barrier Reef Foundation (the Foundation). The collective experience and expertise in understanding Country and looking after water sources - together with the exploration of issues and challenges commonly faced by Traditional Owners around accessibility and inclusivity has shaped program design, delivery and key focus areas for this grant program.

Great Barrier Reef Traditional Owner knowledge and the cultural values associated with water are poorly recognized by mainstream science and management and there currently exists limited capacity for this knowledge to be considered in substantive water planning or management initiatives. The Foundation is providing targeted opportunities for Traditional Owners' to undertake projects that address Traditional Owner water priorities and ensure the Reef Trust Partnership Water Quality component is inclusive of Traditional Owner efforts. This will ensure that a large-scale, coordinated, strategic plan of action can be developed in partnership with Reef Traditional Owners, building on and scaling the work already being done within the Reef and its catchment and focuses on strengthening opportunities and supporting Traditional Owner led actions across all Partnership component activities.

One of the standout key design features of the healthy water grants is the different entry levels that Traditional Owner groups can use to access funding. There are two grant categories covering three funding levels being offered under this grant round.

### Grant categories and Funding Levels:

#### 1. Foundational Healthy Water Grants

- Funding Level 1 (up to \$25k): Getting Ready Grants – will help you get started
- Funding Level 2 (\$25k-\$150-K): Project Ready Grants – will help you work on planned projects

#### 2. Keystone Healthy Water Grants

- Funding Level 3 (up to \$500K): Complex grants – will deliver large multi-year projects, where groups demonstrate a strong track record of good project management, partnerships and delivery.

By structuring the grants this way Traditional Owners that have participated in the co-design process aim to provide greater flexibility across a range of capacity and readiness for successful planning and/ or delivery of healthy water projects and initiatives.

It is the hope that this grant opportunity will provide for improved realisation of Traditional Owner aspirations for healthy water – enhancing positive outcomes for the Great Barrier Reef.

## 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 – Traditional Owner Healthy Water Grants Program*” (Healthy Water Grants).

Potential applicants should read these Guidelines, as well as the questions in the Application Form and information outlined in the proposed Funding Agreement before deciding to apply.

The Great Barrier Reef Traditional Owner Water Quality Grants package comprises:

- Grant Guidelines
- Grant Application Form
- Proposed Funding Agreement

## 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

## About the Partnership

The partnership between the Australian Government and the Foundation is centred on a landmark investment of \$443.3 million to build the resilience of the Great Barrier Reef. Commencing in July 2018, this is the largest single government investment in protecting the Reef and its Outstanding Universal Value. This investment will support delivery of the Reef Trust Partnership (the Partnership) over a six-year period between 2018-2024.

The Partnership includes an investment of \$201 million to address water quality improvement targets impacting the Great Barrier Reef World Heritage Area through various activities such as improved farming practices, improving fertiliser use efficiency and uptake of new technology and innovative land management practices (the Water Quality Component). 10% of this investment is to support work that will increase Traditional Owner led water quality improvement projects.

## About the Grants

The Traditional Owner Healthy Water Grant Program has been co-designed by the GBRF and the Traditional Owner Water Quality Technical Working Group to support projects and activities that deliver on what is important to Traditional Owners in looking after and keeping water and culture healthy.

The objectives of this grant program are:

- To support Traditional Owners in planning and recording how they wish to care for their water sources.
- Provide support for activities that lead to improved leadership and competency levels (building capabilities, skills, abilities, knowledge and relevant experience)
- Fund projects that support on-ground management to improve the health of water and water sources
- Fund activities that result in the identification, conservation, management and promotion of heritage values associated with water and water sources

*(Examples of the types of activities that might deliver on these objectives are listed in the table below)*

The GBRF understands that Traditional Owners operate at many different levels and have made three funding levels available to make this grant opportunity as inclusive and accessible as possible.

There will be a sliding scale of information required to assess each funding level. The complexity of the project and the level of detail required for the application increases as the requested funding amount increases.

### Level 1: Foundational – Getting ready grants

Funding	Activity examples
Up to \$25k for projects to run up to 18 months	<ul style="list-style-type: none"> <li>• Accessing professional grant writers or consultants to help your community plan your Traditional Owner project.</li> <li>• Planning workshop to discuss and develop future projects for looking after water and water sources.</li> <li>• Working through and obtaining agreement on governance arrangements that will guide your project.</li> <li>• Cultural mapping/ camps to exchange knowledge, map or collect important information about water on your country that elders, youth and community can be part of.</li> <li>• Activities that involve training or building capacity that would see skills and capability of Traditional Owners increase to commence your water project.</li> <li>• Learning opportunities – learning from partners or peer to peer exchanges as it relates to your water project.</li> <li>• On country visits to map or collect important information (for example photos or GIS information)</li> <li>• Producing relevant communication materials about healthy water and why it's important to your Traditional Owner group.</li> </ul>

### Level 2: Foundational – Project ready grants

Funding	Activity examples
Between \$25-150k for projects planned over 2 years	<ul style="list-style-type: none"> <li>• Develop healthy water plans and/or catchment management plans.</li> <li>• Building on existing country- based plans to address issues specifically relating to water and its management (water values and future management).</li> <li>• Understanding impacts of water quality on country.</li> <li>• Learning opportunities from partners – or peer to peer learning exchanges</li> <li>• Training programs and key educational pieces that are focused on water and can be used to support future projects.</li> <li>• Project activities that involve the identification, conservation, protection, management and promotion of culture and heritage values associated with water and water sources. <i>Examples may include documenting how cultural flows link to cultural values (including exploration of water entitlements and economic benefits), recording and promotion of cultural values, including storylines attached to water; traditional use and practices associated with water (such as fishing, modifications to the environment and associated technologies), management and/or monitoring of pest species.</i></li> <li>• Mapping of priority waterways and uses on country</li> <li>• Wetland rehabilitation</li> <li>• Gully restoration</li> <li>• Revegetation along waterways/coastline</li> <li>• Water quality monitoring</li> </ul>



### Level 3 : Keystone – Complex, partnership ready grants

Funding	Description
Up to \$500k over multiple years (but must be finished as at 30 May 2024)	<p>All of the project activities described above could be incorporated into a Keystone grant application. The difference would be the scale and complexity of the program.</p> <p>To be considered for a keystone grant the GBRF are looking for well-developed project plans that deliver on previous planning and/or projects. Application would need to show collaboration, established partnerships and would likely have in-kind support to record. Keystone grant applications <b>may</b> have a number of Traditional Owner groups working together on the project that displays a regional approach to water quality management. Developing or implementing catchment plans would be a good example of these types of the projects. Applicants must submit very detailed budgets with quotes to support large costs (ie items in excess of \$10k) and must be able to provide comprehensive project plans before first contract payments are made.</p> <p>Grant applications that identify auspicing arrangements need to submit letters of support from all Traditional Owner groups involved and projects must be Traditional Owner driven.</p>

### Grant Activity Timeframe

Projects should be ready or near ready to start early February 2021 and will have end dates negotiated on a project timeframe suitable for the delivery of outcomes. All projects must have an end date before 30 May 2024.

### Who can apply - Eligibility

The Traditional Owner Healthy Water Grants are targeted towards Traditional Owner groups (with established or emerging governance arrangements) located along the Great Barrier Reef coastline and within the [GBR catchment](#).

**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 permissions 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.**

***NB. Traditional Owner groups may only submit one application within the 2020 Healthy Water grant round***

*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.*

## Who is NOT eligible?

The following groups or organisations are not eligible to apply.

- Regional natural resource management organisations (unless sponsoring a Traditional Owner group(s))
- Peak industry groups or umbrella bodies (unless sponsoring a Traditional Owner group)
- 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.

## What can be funded?

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

1. Project activities must be related to healthy water priorities or developing skills and capacity for Traditional Owners that would enable them to work or contribute to healthy water activities.
2. Projects must be reported on and information shared with the Great Barrier Reef Foundation,
3. Administrative and project management costs required to deliver the project, financial audit and accounting costs (up to 10 %)
4. Projects must be completed within the timeframe specified for the funding amount applied for (eg within 18 months for Foundational – getting ready grants)

### What activities have funding limitations?

- 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.
- 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. Costs associated with overseas travel will not be funded.

### What can't be funded

A project will be deemed ineligible if:

- The assessment panel cannot relate the project to healthy water activities or leadership/capacity building of Traditional Owners in the healthy water area
- 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 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 by the same applicant (complementarity of effort achieved through other programs or projects is encouraged, however).

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
- 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.

- 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, and
- 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.

## Governance

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

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 on page 13 and 14. 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's 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.**

## 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.

## 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.

### 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.

### 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.

## 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
Grant funding applied for is within the limits described for Foundational or Keystone grants
The Applicant's project proposal is related to Great Barrier Reef Traditional Owner Healthy Water outcomes
The Traditional Owner group/s for the area/s within which the project is proposed must be managing the project or the Applicant must have written endorsement by the Traditional Owners of the estate to conduct the project

## 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 of Application Form)	Describe how members of your Traditional Owner groups are taking part in the project. How were they involved in developing or planning for how the project would be designed? How will people be involved or employed? In the project summary and activity descriptions ensure you indicate how Traditional Owners are leading and responsible for project delivery and outcomes.
2	Project summary – including the need and potential benefits of the project and project outcomes (respond in Section 2.3 of Application Form)	<p>Provide a brief summary of your project outlining what you want to do and how you will do it. Clearly identify what grant category you are applying for (ie. either Foundational or Keystone) and identify the Funding Level that applies to your grant.</p> <p>The summary should include: 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 funding. Identify if you also have funding from other sources.</p> <p>You must explain the importance of healthy water and how this project relates to keeping or making water healthy as part of a healthy Great Barrier Reef.</p> <p>For Complex projects, you must explain how the project will build on and/or leverage from existing collaborative relationships and/or partnerships with key stakeholders and organisations. List all partners and identify how these partnerships add value to the project (e.g. detail partner contributions and identify any additional cash or in-kind support)</p>



3	Project Plan and budget (value for money) (respond in Section 3.3 of Application Form)	<p>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 outline the stages, activities, resources and funds required to complete your project. The detail provided should match the cost and complexity of your project.</p> <p>Make sure you identify if any approvals are needed for the project (for example government or local council permissions):</p> <p>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.</p> <p>For assets over \$5,000 and expenses relating to services and/or consultants over \$15 000 you should provide evidence of a quote.</p> <p>Assessment of proposals will also take other factors into consideration that may potentially affect or risk the viability of the project.</p>
4	Demonstrate the capacity of the organisation to deliver the project. (Respond in Section 4.1 of Application Form)	Describe the governance arrangements that you have in place that will help guide and implement the project. Describe the available resources and capabilities held by your group that are relevant to the delivery of your project. Describe any relevant skills and experience that will assist you to implement your project successfully. Provide examples of relevant project work that your group have previously completed, and any lessons learnt that you might apply to help support the successful delivery of this project.
5	Ability to communicate project outcomes with Traditional Owners and the broader community (Respond in Section 5.1 of Application Form)	Describe how members of your community will participate, share and promote the work of your project. Provide examples of how you will communicate about your project to others, including in sharing the results of your project to other members of the community and stakeholders that might have interests in the project. Please identify any other organisations that you will work/engage with in the delivery of your project and what their role is.

## 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 2pm AEST
Date	Monday 12 October 2020
Format	<a href="https://barrierreef.zoom.us/j/94931450757">https://barrierreef.zoom.us/j/94931450757</a>
Notes	Please log on 5 minutes before the start

Questions can be emailed to [grants@barrierreef.org](mailto:grants@barrierreef.org). Questions emailed by 12 pm on Monday 12 October will be addressed during the information session where possible. The information session will be recorded and will be accessible shortly after the event.

## Notification of applicants

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

## 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's website.

Published information includes:

- Name of the Traditional Owner group receiving the grant (and the sponsoring organisation if there is an auspicing arrangement in place)
- 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.

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 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.

## Developing an application

The Traditional Owner Healthy Water Grant Application form can be found [here](#).

Applicants required to submit the completed application form and ensure they address the assessment criteria described on page 13 and 14 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:

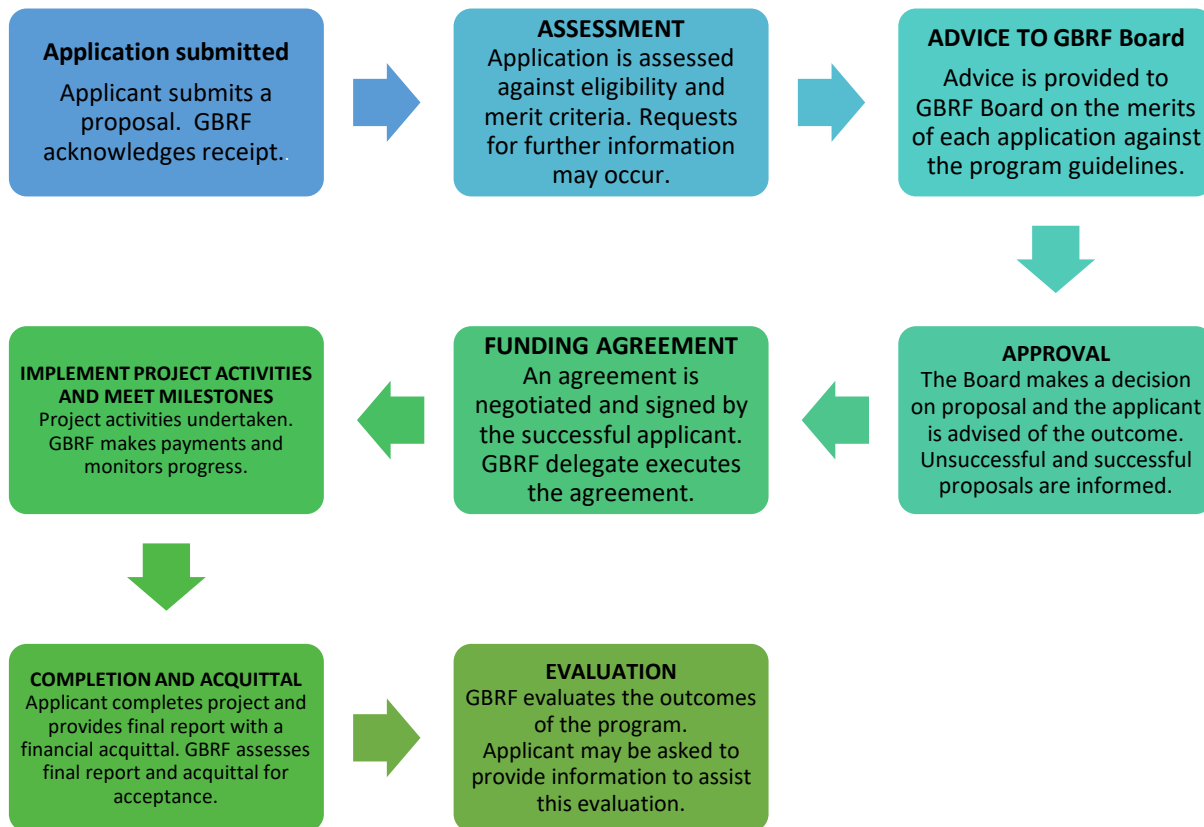
- the applicant should be the owner of the bank account into which the grant (if successful) will be paid. The legal entity will be required to enter into a funding agreement with the Great Barrier Reef Foundation and will be legally responsible for the proper acquittal of any funds awarded. Persons 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.
- Projects can run no later than 30 May 2024 (or as stipulated by the timeline of the type of grant applied for eg Foundational: Getting Ready grants must be completed no later than 18 months from contract start, Project Read grants must be completed no later than 2 years from contract start).
- 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 of 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 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).

### Grant Proposal Process Flowchart



### Closing date and lodgement

Applications close on **Nov 17 2020**

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.

## Queries

Applicants may contact the Foundation's Grants Office by emailing [grants@barrierreef.org](mailto: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.

## 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](mailto:grants@barrierreef.org). All unsuccessful applicants will be offered feedback on their proposal.

