

# Application Guidelines: Community Action Plan - Townsville Community and Traditional Owner led projects

Issued 23 October 2023

## About this Application

Potential applicants should read these Guidelines and documentation in their entirety before deciding whether to submit an application.

**This funding opportunity aims to support projects that deliver on projects identified through the Townsville Community Action Plan. All community and Traditional Owner groups in this region are eligible to apply and collaborative applications are encouraged.**

Funded projects are expected to be:

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

## Background

The [Community Action Plan](#) (CAP) Program is a pilot for place-based collaborative planning and delivery to enhance community Reef protection for the Great Barrier Reef World Heritage Area (GBRWHA). CAPs bring together science, management, business, community, youth, and Traditional Owner partners to develop a tangible plan to further strengthen and accelerate community Reef protection outcomes.

Multiple plans and frameworks guide the conservation and management of GBR. CAPs strengthen connections between community work and existing plans, including regional strategic plans and the Reef 2050 Plan, as well as build pathways for stronger information exchange.

The collaborative process seeks to establish shared goals, design better ways to work together, identify critical actions, measure, and celebrate the impact of community on-ground action, and explore ways to enable further resourcing.

CAPs focus on citizen science programs and community-led on-ground activities to reduce local and climate change impacts to the Reef and contribute to GBR World Heritage Area protection (focused on coastal, estuarine, and marine habitats).

The Community Action Plan Project Grants are an opportunity to start translating plans into action through seed funding to kick start projects and build momentum for future work.

## Available Funding (collaborative projects are encouraged)

### FUNDING STREAM 1: Community projects

The maximum project funding available is up to \$75,000 for the Townsville region.

### FUNDING STREAM 2: Traditional Owner-led projects

The maximum project funding available is up to \$75,000 for the Townsville region.

## Key Dates

Call for Applications open	23 October 2023
Call for Applications close	30 November 2023, 5:00pm AEST
Assessment against criteria and applicants advised of outcomes	December 2023
Estimated time for delivery providers to be contracted and commence on-ground works	January 2024
Activities delivered by	May 2025

## Who can apply?

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

- be operating in Australia and have an Australian Business Number (ABN)
- provide confirmation that all actual, perceived or actual conflicts of interest are declared and a management plan is proposed
- hold or be willing to hold the required insurances: Workers Compensation; Public Liability (minimum required: \$20,000,000 per occurrence); Professional Indemnity Insurance (minimum required: \$5,000,000) and Motor Vehicles and Plant and Equipment Insurance (if applicable)
- have developed and implemented comprehensive WHS policies and procedures for the project, or is willing to undergo a WHS risk assessment, take all reasonable steps to manage identified risks, and undergo specific training or qualifications that the Foundation recommends prior to commencing the project
- complete all sections of the application form
- and accept the terms and conditions of the application and the specified terms in the agreement templates.

In addition to the above criteria, to be eligible to apply for the Traditional Owner-led stream, you must also meet the criteria below:

1. Must be a Traditional Owner group of the Great Barrier Reef area
2. Must be a legal entity\*, for instance:
  - a. an incorporated association
  - b. a body corporate
  - c. a company
  - d. a cooperative society
  - e. an Aboriginal or Torres Strait Islander corporation or incorporated association, or
  - f. a trust duly constituted.
3. 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).

\*Traditional Owner groups that are not legal entities at the closing date for applications can 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.

## What activities can be funded?

Only activities that are clearly outlined in the Townsville CAP are eligible as projects.

Projects must deliver activities to improve the engagement of the broader community in the protection of the Great Barrier Reef World Heritage Area (GBRWHA).

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

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

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

## How applications are assessed

This Application is a merit-based process with defined funding limits. Applications will be assessed through the following stages.

### Stage one – Eligibility Assessment

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

### Stage two – Assessment Criteria

The project must be included in the Burnett/Baffle CAP Priority Action Areas (roadmaps) and address one or more of the following outcomes:

1. **reduce reef threats** in their region, including local reef health pressures and/or locally-driven climate change emissions
2. contribute to **protection and/or rehabilitation** of coastal, estuarine and/or marine habitats in the GBRWHA
3. **contribute targeted community knowledge to inform, measure and catalyse local action** through integrated citizen science and/or Traditional Knowledge with clear outcomes for coastal, estuarine and/or marine habitats
4. **build critical community capacity** to support outcomes and activities in points 1-3 above (all projects must include an on-ground activity).

## Stage two – Assessment Criteria

Eligible applications will be assessed against the following criteria:

Criteria	Description of Criteria	Weighting
Capability and experience	The applicant has expertise relevant to the proposed activity, demonstrated experience in successfully implementing projects of a similar size/scope and established partnerships with relevant organisations.	30%
Methodology and approach	The proposed activities are clearly described, meaningful, achievable and can be delivered within the timeframe required.	40%
Value for Money	The proposed costs for undertaking the activities are clearly budgeted, include co-contributions wherever possible, and demonstrate value for money.	20%
Sustainability and benefits for reef communities	There are clear examples of the approach to sustainable operations and initiatives that demonstrate a commitment to economic and social benefits for reef communities.	10%

### Co-Contributions

GBRF encourages projects that demonstrates value for money through the integration of other co-funding or co-investment opportunities, including quantifiable in-kind and cash contributions. Co-contribution is an investment that is cash or a contractually recognised in-kind services/expenses such as; staff salary, volunteer time, specialist advisory, landholder time for events and work, administration costs (electricity, water, gas etc), building costs (meeting rooms, office, labs) and equipment.

In-kind support can include:

- volunteer time (valued at \$46.62/hour as per Australian Bureau of Statistics figures)
- partner support
- external support

### Project reporting

Projects under the CAP program must be completed by 30 April 2025 and acquitted within 30 days. Successful grant recipients will be required to collect and report project data and information generally consistent using a standardised template.

### Notification of applicants

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

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

### How to apply

Applications open on Monday 23 October 2023 and close on 5:00pm (AEST), Thursday 30 November 2023.

Applicants are required to complete an application form and submit supporting documentation to [applications@barrierreef.org](mailto:applications@barrierreef.org) by the closing date.

## Incomplete or late applications

**Late applications will not be accepted**, excepting in exceptional circumstances which will be assessed on a case-by-case basis. Applications that are incomplete; do not include the requested documentation, or do not address the assessment criteria may be deemed ineligible. GBRF will decide whether to accept an amendment or additional information on a case-by-case basis.

## Applicant Checklist

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

Applicants are to ensure they:

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

## Further information

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

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

Questions can be emailed to the GBRF Grants Office ([grants@barrierreef.org](mailto:grants@barrierreef.org)).

## Disclaimer

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

### Acknowledgment of Country

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



Great Barrier  
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