



# **GREAT BARRIER REEF FOUNDATION TRADITIONAL OWNER**

*HELPING COUNTRY GRANT PROGRAM  
GUIDELINES*

## FAST FACTS

### What is the purpose of this grant program?

The Traditional Owner Helping Country Grant Program supports Traditional Owners to lead projects and activities that nurture and/or restore Country in the Great Barrier Reef World Heritage Area region and Great Barrier Reef Catchment areas.

*Detail about this grant program can be found on page 1-2.*

### What can these grants be used for?

The grants can be used to help Traditional Owners plan for and implement activities which improve and support reef environments, including connected habitats within the Great Barrier Reef catchments. Activities **could** include training and capacity building, seagrass monitoring, country-based planning, building skills in reef restoration, youth and elder projects, mapping culturally significant species, mangrove replanting or climate change adaptative management.

*A more comprehensive list of example activities can be found on pages 2–4 and a list of eligible and ineligible activities on pages 9-11.*

### Who can apply?

Reef Traditional Owner groups and Traditional Owner groups within the Great Barrier Reef Catchment area that can demonstrate project outcomes will lead to a healthier Reef. A map showing the Great Barrier Reef World Heritage Area and Reef Catchment can be found at **Attachment A**

*Eligibility criteria apply and can be found on pages 8-9.*

### How much funding is available?

- Level 1 – Up to \$25,000
- Level 2 – \$25,000–150,000
- Level 3 – \$150,000 to \$350,000

*Details of each level and example activities can be found on pages 5–6.*

### What date do applications close?

11.59pm AEST, Tuesday, 21 November 2023.

### Where do I send my completed application form?

Please send completed application forms to:

[applications@barrierreef.org](mailto:applications@barrierreef.org) by 11.59pm AEST, Tuesday, 21 November 2023.

### Who can answer questions I may have?

All questions should be emailed to the Great Barrier Reef Foundation (the Foundation) Grants Office ONLY at [grants@barrierreef.org](mailto:grants@barrierreef.org).

Answers to common questions asked during the application period will be provided as 'Frequently Asked Questions' and posted on the Foundation's website at <https://www.barrierreef.org/helping-country-grants>.



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Great Barrier  
Reef Foundation

## Contents

FAST FACTS .....	1
1. About the Great Barrier Reef Foundation .....	1
2. About the Reef Trust Partnership and Traditional Owner Component.....	1
3. About these guidelines .....	1
4. About the Helping Country Grant Program .....	1
Objectives of the Helping Country Grant Program .....	2
Available funding in the Helping Country Grant Program.....	4
Key Dates .....	6
Information Session .....	6
5. Eligibility criteria .....	7
Who can apply? .....	7
Who is NOT eligible to apply? .....	8
What activities and expenses can and cannot be funded? .....	8
Are there other reasons that would make a project not suitable for funding? .....	9
Are there funding limitations on activities? .....	10
6. How applications are assessed.....	10
Stage one—Eligibility assessment / application screening .....	11
Stage two—Assessment against criteria .....	11
Stage three—Approval by Delegate .....	13
Stage four—Notification of applicants .....	13
7. How to apply and lodge an application.....	14
Facilitating Traditional Owner leadership in the application .....	14
Conflict of interest .....	14
Applicant Checklist .....	15
Incomplete or late applications .....	15
8. Questions and further information.....	15
Disclaimer .....	15
Attachment A: Map of the Great Barrier Reef World Heritage Area and Catchment boundaries .....	16

## 1. About the Great Barrier Reef Foundation

The Great Barrier Reef Foundation (the Foundation) is the lead charity dedicated to protecting the Great Barrier Reef (the Reef) by funding science, technology, engineering solutions, and on-ground action to ensure its long-term conservation.

The Reef Trust 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. It commenced in July 2018 and was expected to finalise in 2024. However, the Traditional Owner component received an extension of 2 years to June 2026. See the Foundation's website [Great Barrier Reef Foundation](#) for more information.

## 2. About the Reef Trust Partnership and Traditional Owner Component

The Reef Trust Partnership investment is the largest single government investment in protecting the Reef and its Outstanding Universal Value. Importantly it has secured Australia's largest Traditional Owner Reef Protection Program, with \$51.8m of investment dedicated over the life of the Partnership. This investment aims to improve Traditional Owner engagement in the management of the Great Barrier Reef World Heritage Area and Catchment, and acts to catalyse and accelerate important activities that Traditional Owners have planned to look after Country. These activities maintain cultural practice and build strong foundations for the future.

## 3. About these guidelines

These guidelines are intended to provide Traditional Owner groups/communities with the information needed to make an informed decision about whether to apply for funding under the Foundation's Traditional Owner Helping Country Grant Program. On our website, you can read more about the [Traditional Owner Reef Protection](#) Component.

Potential applicants should carefully and completely read these guidelines, the questions in the application form and the proposed Funding Agreement before deciding whether or not to apply.

The complete package comprises:

- ✓ Grant Guidelines
- ✓ Application Form
- ✓ Sample Funding Agreement Template (including terms and conditions of the funding)
- ✓ Risk Assessment Template

## 4. About the Helping Country Grant Program

The Reef Trust Partnership's Helping Country Grant Program (the Grant Program) is a competitive grants program which provides a total of \$5 million in grant funding to eligible Traditional Owners to lead and collaborate on activities that reflect their aspirations and cultural obligations to connect, care for, heal and maintain the condition of the Great Barrier Reef and its Catchment areas.

This program is part of the Traditional Owner Reef Protection Component that is specifically focussed on activating Traditional Owner-led Reef protection and restoration activities. It forms part of the [Reef Trust Partnership Agreement](#) and contributes to improving the engagement of Traditional Owners in protection and restoration of the Great Barrier Reef World Heritage Area and Catchments.

In partnership with Traditional Owners from our Technical Working Groups and Traditional Owner Advisory group, the Foundation adopted a co-design approach to plan all of our previous Traditional Owner grant rounds. The experiences and collective learnings provided by grant recipients, have been considered in the design of this Traditional Owner focussed grant opportunity.

The Grant Program—focussed on helping—creates an opportunity for Traditional Owners to strategically enhance capacity; to enlist and engender young people's ownership in building resilience and



adaptation; to forge new, and further strengthen existing, partnerships; to plan, share and demonstrate Traditional Owner led activities; and to lead joined-up programs of action. A focus on helping also creates opportunity for Traditional Owners to demonstrate the co-benefits of holistic approaches to management of Reef Country and Catchments. Co-benefits can be achieved through collaboration with other Reef and Catchment managers and knowledge sharing across activities that build the resilience of the Reef and strengthen pathways of connection between Traditional Owners and Reef Country and Catchment.

In turn, programs of work under the Helping Country Grant Program which are led by Traditional Owners and in collaboration with others, will increase the inclusion of Traditional Owners and their approaches, knowledge sets, skills and experience within the Partnership's Water Quality, Reef Restoration and Adaptive Science (RRAS), Integrated Monitoring and Reporting and Crown of Thorns (COTS) work areas. Importantly, the Helping Country Grant Program is focussing on activities that Traditional Owners identify as a priority for ensuring the Reef and its Catchments are being cared for in the very best way.

## Objectives of the Helping Country Grant Program

The aim of the Helping Country Grant Program is to achieve benefit for both the Great Barrier Reef and for Traditional Owners. Achieving this aim may look different for every applicant. Projects should align with one or more of the eight objectives shown below. Examples of activities have been provided for each of the objectives but the list is not exhaustive – so Traditional Owners can look at how their own priorities and aspirations might fit into these funding areas.

### Objective 1: Support Traditional Owners to care for their Land and Country

This might look like:

- cultural mapping and/or camps to exchange knowledge, map or collect important information about helping Country that Elders, youth, and community can be part of
- mapping of priority reefs and their cultural values, uses and potential or current climate change impacts
- Traditional Owner groups developing (land and sea) country-based plans
- Traditional Owner groups implementing their (land and sea) country-based plans
- activities that support women, men and youth groups to undertake activities that form part of maintaining the health and resilience of Country, and where necessary act to heal Country for the benefit of the Reef
- Developing seasonal calendars which represent ecological, cultural and/or other knowledges to inform the health and resilience of Country
- on-Country visits to map or collect important information (e.g. photos or GIS information)
- project activities that involve the identification, conservation, protection, management and promotion of culture and heritage as they relate to looking after the health of the Reef.

### Objective 2: Increase the training, learning and development opportunities for Traditional Owners

This might look like:

- providing support for activities that lead to improved leadership skills and competency levels for Traditional Owners such as building on or gaining new skills, training and/or enhancement which develop capabilities, knowledge and relevant experience
- activities that build capacity or training programs and key educational pieces that focus on increasing skills and capabilities of your community to either start a Helping Country project or be used to support future projects

- supporting and encouraging a *United Voice—one mob, one Country, one Spirit* approach—through connection and collaboration with other Traditional Owner groups, hands-on learning, sharing and Traditional Owner leadership, and/or
- engaging with researchers to build relationships and partnerships for training and education to engage in e.g.: coral gardening, sea grass monitoring, blue carbon, water quality monitoring, environmental surveys and assessments.

**Objective 3: Contribute to business and project readiness for Traditional Owner groups.**

This might look like:

- developing and documenting governance arrangements that can facilitate projects or business decision making through cultural authority processes, and/or
- recruiting staff that can support overall project management, co-ordination, administration and reporting.

**Objective 4: Promoting and implementing Healthy Water projects for a healthier Reef**

This might look like:

- support for on-ground management to improve the health of water and water sources
- activities that result in the identification, conservation, management and promotion of heritage values associated with water and water sources, and/or
- Traditional Owners planning and recording how they wish to care for their water sources.

**Objective 5: Supporting Traditional Owner led Reef restoration**

This might look like:

- looking at climate change impacts and planning for long term Reef resilience by understanding how to create the foundations for long-term success in building Reef resilience and a healthy Reef (this may include targeted work on climate change adaptation)
- finding learning opportunities with partners or collaborators or take part in exchanges and peer-to-peer learning with other Traditional Owners, which may be related to research and development opportunities such as in coral reef gardening, wetland rehabilitation, seagrass restoration, blue carbon
- building skills through hands-on experience with partners in coral reef restoration or monitoring the health of Country, and/or
- participating in or co-lead reef restoration activities with partners such as growing and replanting coral, mangrove replanting or coastline/waterway revegetation and rehabilitation.

**Objective 6: Support monitoring and reporting to improve current capacity.**

This might look like:

- acquiring, improving, developing and updating cultural heritage databases which assist Traditional Owners in looking after Country
- mapping and monitoring of Country and its cultural values and uses
- developing monitoring frameworks (including biocultural indicators) that can be implemented on Country

- producing relevant communication materials about helping Country and why it's important to your group and the Reef, and/or
- project activities that involve the identification, conservation, protection, management and promotion of culture and heritage as they relate to looking after the health of the Reef.

**Objective 7: Support the planning or exploration of economic opportunities stemming from culture-environment business ideas.**

What this might look like:

- supporting Traditional Owners to explore and learn about environmental financing investment opportunities e.g. Blue Carbon, and/or
- activities that build an understanding of the requirements, risk and potential costs, income and other benefits generated through entering nature-based economic opportunities.

**Objective 8: Supporting Traditional Owner Leadership, including Youth and their emerging stewardship roles for Land and Sea Country**

What this might look like:

- supporting Indigenous junior ranger programs that provide leadership, resilience and collaborative opportunities within communities
- design and delivery of men's or women's leadership programs, and/or
- supporting youth initiatives and programs for Reef protection outcomes.

**Available funding in the Helping Country Grant Program**

The structure of the Helping Country Grant program reflects the co-design team's strategy to provide relevant opportunity and flexibility to the broadest range of Traditional Owner groups wanting to apply for funds to support project work. The Foundation understands that Traditional Owners are operating at many different stages and have made three funding levels available to make this grant opportunity inclusive and accessible.

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.

Table 1. Available funding levels and example activities under each

Funding level	Available funding
<b>Level 1</b> <ul style="list-style-type: none"> <li>for projects to run up to 12 months</li> <li>to help Traditional Owner groups get started, begin planning a project or run projects that start and end within 12 months</li> </ul>	Up to \$25,000

Funding level	Available funding
<b>Level 2</b> <ul style="list-style-type: none"> <li>for projects to run up to 18 months (to 1 December 2025)</li> <li>to start implementing small to medium projects already planned or build relationships with partners through on-Country learning and exchange opportunities.</li> </ul>	\$25,000–\$150,000

Funding level	Available funding
<b>Level 3</b> <ul style="list-style-type: none"> <li>For complex, partnership-ready projects to run up to 18 months (to 1 December 2025).</li> <li>Large projects where applicants demonstrate a strong track record of good project management, sound partnerships and delivery.</li> <li>Applicant groups are strongly encouraged to demonstrate co-contributions, in-kind contributions and collaboration as part of their partnership approach.</li> <li>Applicant groups will be asked to provide insurances and Workplace Health and Safety (WHS) documentation before the assessment process and will have 2 weeks from eligibility checks (day after applications are submitted) to provide the necessary paperwork.</li> <li>Grant applications that identify auspicing arrangements, are required to submit letters of support from all Traditional Owner groups involved and projects must be Traditional Owner driven.</li> <li>Applicants must submit very detailed budgets with quotes to support large costs (i.e. items in excess of \$10,000) and must be able to provide comprehensive project plans before first contract payments are made.</li> <li>Level 3 grant applications may have a number of Traditional Owner groups working together on a project demonstrating a regional approach to helping Country.</li> </ul>	\$150,000–\$350,000

### Co-contributions

The Foundation encourages all applicants to develop and maintain partnerships and to demonstrate value for money through the integration of co-contributions and co-investment where possible, including quantifiable in-kind and cash contributions.



## Administration Costs

Projects funded under the Helping Country Grant Program must not have administration costs that exceed 10% of the funding allocation. Further guidance on administrative cost activities is detailed within the eligibility criteria of these guidelines.

## Duration and timeframes

Projects should be ready to start, or very close to starting, from mid-May 2023 and will have end dates negotiated on a project timeframe suitable for the delivery of outcomes. All projects must have an end date before 1 December 2025.

Variations and/or extensions are reviewed by the Foundation on a case-by-case basis and must be requested prior to the program end date.

## Monitoring and evaluation

Successful grant recipients will be required to collect and report project data and information generally consistent with The Reef Trust Partnership Monitoring and Evaluation Plan. Progress reporting may be quarterly or six monthly and a final project report and financial acquittal using provided templates will be required within 30 days of the project end date.

For the purposes of preparing an EOI for this grant round, applicants should consider the minimum monitoring and reporting obligations and ensure these are captured within the costings.

## Key Dates

Table 2. Key dates.

<b>Applications open</b>	<b>Tuesday 26 September 2023</b>
Online information session (webinar)	5 October 2023
<b>Applications close</b>	<b>11.59pm AEST, Tuesday 21 November 2023</b>
Successful applicants announced	Week of 15 January 2024
Funding Agreement (contract) negotiated	February 2024 onwards
Projects start	Early May 2024 onwards
Last possible end date	Monday 1 December 2025

## Information Session

During the period while applications are open, the Foundation will host a public information session (a webinar) to provide an overview of the process, documentation, expectations and other grant project requirements e.g. organisational policies, insurances and risk assessment. The webinar will also provide an opportunity for potential applicants to ask questions.

Attendance is recommended but not mandatory. Questions can be emailed to [grants@barrierreef.org](mailto:grants@barrierreef.org) and if received before 5 pm on Tuesday 3 October 2023 will be addressed during the information session, where possible.

A recording of the webinar and all questions and answers will be posted on the Foundation's website shortly after the event.





(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).

7. 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.
8. Have a project that is ready to commence by early-May 2024.

### Who is NOT eligible to apply?

The following groups or organisations are not eligible to apply:

- regional natural resource management organisations (unless auspicing a Traditional Owner group(s))
- peak industry groups or umbrella bodies (unless auspicing a Traditional Owner group(s)), or
- all levels of government.

The following are not eligible to apply for a grant and are ALSO not eligible to auspice a project:

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

### What activities and expenses can and cannot be funded?

Only projects that clearly meet the objectives and outcomes of this Grant Program will be eligible for funding under the Grant Program.

To be **eligible** for funding the project must meet the following:

- project activities must be related to helping Country or focus on further developing skills and capacity for Traditional Owners that would enable them to work on or, contribute to, helping Country programs or activities that are of benefit or improve the health and resilience of the Reef
- project reports from existing grants with the Foundation must be completed and information shared with the Foundation, and
- projects must be completed within the timeframe specified under the funding level e.g.: Level 2 and Level 3 projects must be completed by 1 December 2025.

Whilst not exhaustive, the list below provides examples of the categories of activities and expenditures that would be considered eligible or ineligible for funding as part of an application under the Grant Program. A list of example activities that might be undertaken in projects funded under the Helping Country Grant program were included in the earlier section on funding levels.

Activities or specific expenditure may be **ineligible** because the Foundation determines it does not directly support the achievement of the planned project outcomes or is contrary to the spirit and intention of the grant.



Eligible activity types and expenditure	Ineligible activities
<ul style="list-style-type: none"> <li>project management costs required to deliver the project</li> <li>project delivery costs including staff, Elders, contractors, consultants, materials and appropriate travel and accommodation</li> <li>monitoring and evaluation</li> <li>data analysis and synthesis</li> <li>communication and engagement including workshops, cultural camps etc.</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>Projects that have commenced prior to funding allocation 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> </ul> <p><b>Note:</b> Items that were not budgeted in original application will not be funded.</p>

### Are there other reasons that would make a project not suitable for funding?

Yes. A project would be considered *ineligible* in the following situations:

Other reasons for <u>ineligibility</u>
<ul style="list-style-type: none"> <li>the assessment panel cannot relate the project to the objectives of the Grant Program or are contrary to the spirit and intention of the Grant Program</li> <li>the funding requested 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</li> <li>the project involves major construction work or an acquisition of land or other real property</li> <li>the project involves asset purchases over \$10,000</li> <li>the grant requested by the applicant is a duplication of funding with other investors for delivering the same activities by the same applicant.</li> <li>The project involves the repatriation of human remains and significant objects from international and Australian museums and institutions</li> <li>the project involves funding to support the public display of objects (such as museum facilities or displays within cultural centres)</li> <li>the project involves Native Title and Cultural Heritage work—heritage surveys and connection reports conducted specifically in support of Native Title claims including heritage surveys or site clearance in relation to development proposals</li> <li>activities that would be considered part of a local, territory or state government’s normal responsibilities or activities that are required under Commonwealth, state or local government law.</li> </ul>

## Are there funding limitations on activities?

### Activities with funding limitations

- Administrative support and operational expenses (e.g. office accommodation, office equipment hire, phone/internet costs, electricity costs, printing/photocopying, insurance costs, auditing) 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 accepted to support travel that is complementary to the outcomes of the project. Costs associated with overseas travel will **not** be funded.

## 6. How applications are assessed

The Helping Country Grant Program is a merit-based, competitive process with defined funding limits. Only the strongest proposals that best meet the assessment criteria will be funded.

In order to give your application the best chance for success please consider the following:

- answer every question in the application form
- 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 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 1 December 2025 (or as stipulated by the timeline of the type of grant applied for, e.g. Level 1 grants must be completed no later than 12 months from contract start date).
- the amount applied for should be exclusive of GST. If you are registered for GST, the Foundation will add 10% to your grant.
- the 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 include false or misleading information may be excluded from further assessment.

Applications will be assessed through the following stages.

### Stage one—Eligibility assessment / application screening

Each application will be screened against the eligibility questions listed in the table below to check that:

- the applicant organisation is eligible to apply,
- the application has been completed in full and all essential information has been provided, and
- the applicant does not have any outstanding obligations for other projects funded by the Foundation.

Applications that do not meet the eligibility criteria will not be progressed to **Stage two**.

Stage one eligibility criteria
Has the applicant accepted the conditions of application?
Is the Traditional Owner applicant a legal entity?
Has the applicant confirmed that that all actual, perceived and/or potential conflicts of interest relating to the grant project have been declared?
Does the applicant hold, or are they willing to hold, the required insurances?
Is the grant funding which has been applied for within the limits described for Level 1, Level 2 or Level 3?
Does the applicant’s project proposal clearly relate to helping the Reef?
Is the Traditional Owner group/s for the area/s within which the project is proposed managing the project or have they provided written endorsement for the applicant to conduct the project?

### Stage two—Assessment against criteria

Eligible applications will then be assessed by an assessment panel against the following criteria:

Criteria	Description of Criteria	Weighting
1. The project is <b>Traditional Owner-led</b> <i>(section 3.3 of Application Form)</i>	The applicant has described how members of their Traditional Owner group(s) are taking part in the project including how were they involved in developing or planning how the project would be designed, and how they will be involved or employed in the project?	20%
	The applicant has indicated in the project summary and activity descriptions how Traditional Owners are leading and responsible for project delivery and outcomes.	
	The applicant has provided letters of support from Elders and/or community leaders that show consultation of agreement with the project (this is an important piece of the assessment).	

Criteria	Description of Criteria	Weighting
<b>2. Project summary</b> — including the need for and potential benefits of the project and project outcomes  <i>(section 2.3 of Application Form)</i>	The applicant has provided a summary of the project outlining what they plan to do and how the work will be done. Summary includes: <ul style="list-style-type: none"> <li>• project objectives and need</li> <li>• expected outcome(s)</li> <li>• activities proposed to meet each of your objectives</li> <li>• an explanation about whether the project builds on earlier project/s or will establish the foundations for future success</li> <li>• identification of the specific activities that require funding</li> <li>• identification of any other funding sources you have for the project</li> <li>• an explanation of the importance of healthy Country to your Traditional Owner group and how this project contributes to helping Country as a part of a healthy Reef.</li> </ul>	16%
	The applicant has clearly identified which level of grant category is being applied for (i.e. either Level 1, 2 or 3) and demonstrates an understanding of the activities allowed under the grant.	
	Applications for Level 3 projects explain how the project will build on and/or leverage from existing collaborative relationships and/or partnerships with key stakeholders and organisations. All partners are listed and the applicant has identified how these partnerships add value to the project (e.g. detail partner contributions and identify any additional cash or in-kind support).	
<b>3. Project plan</b>  <i>(section 3.1 of Application Form)</i>	In the Project Plan the applicant has outlined the stages, activities and resources required to complete the project. The level of detail provided matches the cost and complexity of the project.	16%
	The applicant has identified any approvals which are needed for the project (e.g. government or local government permissions, landholder consent etc).	
<b>4. Project budget</b> (value for money)  <i>(section 3.3 of Application Form)</i>	The applicant has developed a budget in line with the size and nature of the project and has provided clear and accurate descriptions of costs and where appropriate has provided quotes or cost estimates based on previous work.	16%
	The applicant has demonstrated value for money and integrated other funding or co-investment** opportunities, including quantifiable in-kind* and cash contributions.	
	In cases where assets over \$5,000 and expenses relating to services and/or consultants over \$15,000 are included, the applicant has provided evidence of a quote.	
	The applicant has shown all figures as <u>GST exclusive</u> .	

Criteria	Description of Criteria	Weighting
<b>5. Capacity of the organisation to deliver the project</b>  (section 4.1 of Application Form)	The applicant has outlined the governance arrangements that are in place that will help guide and implement the project.	16%
	The applicant has clearly described the available resources and capabilities held by the Traditional Owner group/s that are relevant to the delivery of the project, including any relevant skills and experience that will assist in successful project implementation.	
	The applicant has provided examples of relevant project work that have previously completed, and any lessons learnt that might be applied to help support the successful delivery of this project.	
	The applicant has selected a project team (key personnel) with relevant expertise and capabilities for their role.	
<b>6. Ability to communicate project outcomes with Traditional Owners and the broader community</b>  (section 5.1 of Application Form)	The applicant has described how community members will participate, share and promote the work of the project.	16%
	The applicant has provided examples of communication about project/s to others, including sharing results of the project/s to other members of the community and stakeholders that may have interests in the project/s.	

*\*In-kind support can include volunteer time (valued at \$41.72/hour as per Australian Bureau of Statistics figures), partner support or external support.*

*\*\*Co-Contribution is an investment that is cash or a contractually recognised in-kind service/expense 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.*

### Stage three—Approval by Delegate

The assessment panel will make a recommendation to the GBRF Delegate to approve those applications which meet the criteria in Stages one and two, for funding.

### Stage four—Notification of applicants

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

Successful projects will be publicly announced and may be published on the Foundation’s website. Published details may include:

- name of the successful Traditional Owner group (and the auspicing organisation if applicable)
- location of the successful applicant
- project term
- title and description of the project and its intended outcomes, and
- amount of funding being awarded.



The Foundation will keep all confidential information of the applicant which is obtained as part of the grant application process confidential. However, the Foundation 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 the Foundation is required to comply with any provision of the Partnership Agreement in respect to confidential information.

The Foundation 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.

## 7. How to apply and lodge an application

Applications for the Helping Country Grants Program open on 26 September 2023 and close at 11.59pm AEST, **Tuesday, 21 November 2023.**

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

**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.

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

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.

### Facilitating Traditional Owner leadership in the application

One aim of the Helping Country Grant program is to support and facilitate Traditional Owner leadership.

To be successful, applications must demonstrate Traditional Owner leadership in the conception and design of the proposal and demonstrate how the proposal aligns with Traditional Owner goals and aspirations. This can be demonstrated through letters of support from members of your Traditional Owner group but can also be including your Traditional Owner organisation.

Applications that do not adequately demonstrate community support will receive a low score in the assessment process.

### Conflict of interest

Applicants are required to declare as part of their application, actual, perceived and/or potential conflicts of interest that would, or may impact on, or prevent the applicant proceeding with the project or any funding agreement an applicant may enter into with the Foundation.

Where an applicant subsequently identifies that an actual, perceived and/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.



## 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 by emailing it to [applications@barrierreef.org](mailto:applications@barrierreef.org) and attaching all supporting documentation necessary for assessment
- provide confirmation that all actual, perceived and/or potential conflicts of interest relating to the project have been declared
- have not included information that is false or misleading (applications considered to contain false or misleading information may be excluded from further assessment).

## Incomplete or late applications

**The Foundation will not accept late applications, except for** in exceptional circumstances which will be assessed on a case-by-case basis.

Unless requested by the Foundation, **no** additional written or verbal explanation, or further documentation, will be accepted after the closing date.

Applications that are incomplete, do not include the required supporting documentation, and/or do not address the assessment criteria may be deemed **ineligible**. The Foundation will decide whether to accept an amendment or additional information on a case-by-case basis.

## 8. Questions and further information

Applicants may contact the Foundation's 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.

Applicants must not initiate contact with any other Foundation personnel regarding the grant program during the application or assessment phase, however questions can be emailed to the Foundation's Grants Office at [grants@barrierreef.org](mailto:grants@barrierreef.org).

Answers to questions asked during the application period will be provided as 'Frequently Asked Questions' for the benefit of all potential applicants and will be posted at at <https://www.barrierreef.org/helping-country-grants>.

## 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.

# Attachment A: Map of the Great Barrier Reef World Heritage Area and Catchment boundaries



Source: Great Barrier Reef Marine Park Authority (2014), *Great Barrier Reef Outlook Report 2014*. Available: [https://elibrary.gbrmpa.gov.au/jspui/bitstream/11017/2856/5/InBrief\\_accessible\\_low%20res.pdf](https://elibrary.gbrmpa.gov.au/jspui/bitstream/11017/2856/5/InBrief_accessible_low%20res.pdf), accessed 11/03/2022.