

Great Victoria Desert Biodiversity Trust

Expressions of Interest

Guidelines for Applicants

**Conserving and increasing understanding
of biodiversity in the Great Victoria Desert**



www.gvdbiodiversitytrust.org.au



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3. Introduction

The Great Victoria Desert is an area of rich biodiversity but poorly understood due to the remoteness of the region.

The Great Victoria Desert Biodiversity Trust (the Trust) is providing funds to support projects designed to further research and on-ground conservation actions that will enhance biodiversity in the region, particularly as it relates to sustaining viable populations of threatened species in the region.

This guide describes:

- The criteria that applicants must meet to be eligible to receive funding; and
- The assessment process and information for successful applicants

4. Who can apply?

The Trust opens the Expressions of Interest process to all applicants, including but not limited to:

- Traditional Owners and Traditional Custodians
- Community Groups
- Universities
- Government agencies (local / state / federal)
- Private enterprise

Projects will be awarded to applicants based on their ability to deliver a strong outcome, cost-effectiveness and experience in the field. The in-kind contribution provided by a Proponent will also be part of the assessment. All successful applicants must have in place suitable public liability, personal accident and professional indemnity insurance.

5. Partnership and Applicant contributions

For relevant EOIs, applications that demonstrate strong partnerships will be prioritised.

These partnerships may include, but are not limited to:

- Traditional Owners and Traditional Custodians
- Industry
- Government
- Community groups
- Research institutions

Where applicable, partnerships with Traditional owners will be given the highest priority. It is acknowledged that partnership arrangements may not be achievable or necessary for all the EOIs. Factors taken into account when assessing such project applications and the proposed partnership will include the size, nature, complexity and location of the project.

In partnership applications, both parties must co-sign the application form, subsequent project reports and the final financial acquittal. Persons who sign the application form must be authorised to enter into an agreement with the Trust on behalf of the relevant organisations.

In most cases, applicants are expected to demonstrate the value of their in-kind contributions or existing financial contributors to a project. In-kind support may be, but is not limited to:

- Specialised personnel hours contributed
- Volunteer hours contributed (labour costed at \$30 per hour)
- Use of equipment or resources (that would otherwise need to be purchased or hired)
- Use of software and / or technical support

6. Project locations and tenure

All projects should clearly stipulate whether they are a desktop study or whether on-ground field work is part of the proposal.

Proposals for both desktop studies and with on-ground field components should clearly describe the intended area of study and the rationale for the area/s selected. Where ever possible maps of the intended area of study should be provided.

The Proponent should take into account the intended project location and tenure of any on-ground field studies. In the WA GVD, land primarily has one of six types of tenure:

- unallocated crown land
- unallocated crown land with existing Mining Act tenure
- nature reserve under the control of the Department of Parks and Wildlife
- public or other reserve under the care, control or management of local government;
- land that is under the care, control or management of Aboriginal people and is held for the use and benefit of Aboriginal people (for example, a pastoral lease or Aboriginal Lands Trust); and
- land and waters over which native title has been determined to exist under the Commonwealth's *Native Title Act 1993*.

7. Planning framework

Projects that clearly demonstrate understanding of and synergies with existing biodiversity planning documentation will be given priority. Relevant plans include but are not limited to:

- Australian Survey Guidelines
- Department of Biodiversity, Conservation and Attractions (WA) Standard Operating Procedures
- Natural Resource Management Plans
- Healthy Country Plans
- National Recovery Plan for the Malleefowl

- National Recovery Plan for the Sandhill Dunnart

8. Project support and costings

A project budget should be developed carefully using realistic costs. Projects that are cost effective, not over-burdened with administrative costs, and demonstrate good value for money with clear deliverables as outputs will be considered more favourably.

The cost of materials, equipment and labour should be carefully itemised. It is recommended to break down each project activity describing:

- what will be done;
- when it will be done;
- how it will be done; and
- by whom it will be done.

Funding is to be used only for the purposes of supporting project operations and activities and to deliver the project outcomes. Costs such as personal accident, public liability, or professional indemnity insurance; phone, internet, and printing costs; and project coordination costs may be eligible for funding only if it is demonstrated that they relate directly to the delivery of the project and its outcomes.

General running costs of a group or organisation will not be accepted as in-kind contributions and should not be included in the EOI application. Funds may be sought to fund an officer to manage a particular project. An approved project officer position may be funded for a short-term or part-time fixed period only. The position must have specific objectives; be essential and be warranted by the nature and complexity of the project. Applicants must provide costings with enough detail to justify the costs e.g. hours per week to be worked, the hourly rate of pay and how this has been determined.

Applicants are encouraged to seek other sources of additional funding that may complement the Trust funds. These other contributions should be identified on the application form as 'other contributions'. This will not jeopardise your application.

In a negotiated process, the Management Panel reserves the discretion to allocate a lesser or greater contribution of funding than requested in the EOI application.

Any equipment purchased for the project, over the value of \$250, will be retained by the Trust at the end of the Project term unless otherwise negotiated.

9. Data and Project Outcomes

The Trust retains the right to publish and publicly disseminate any information gained through a project funded by the Trust.

Data collected on indigenous lands will be used and managed in accordance with the requirements of the Traditional Owners.

10. Aboriginal heritage and consultation

Aboriginal heritage and consultation is an important component for EOI projects. The Trust aims to sustain the relationship that Aboriginal people have the land and encourages applicants to include Aboriginal people in project design and development where applicable.

The *Aboriginal Heritage Act 1972* (Act) protects sites of importance and significance that meet the criteria described in section 5 of the legislation. The Act protects sites that meet section 5 whether they are registered or not. It is an offence to damage, destroy or alter an Aboriginal site in any way without the consent of the Minister for Aboriginal Affairs under Section 18 of the Act; or without a permit from the Registrar of Aboriginal Sites in cases where activities are deemed non-deleterious under Regulation 10 of the *Aboriginal Heritage Regulations 1974*.

If you are of the view that your proposal may impact on Aboriginal heritage you should contact the WA Department of Aboriginal Affairs (DAA) in the first instance for advice on whether an approval will be necessary. Where DAA recommends a statutory approval it will advise of information and consultation requirements. This information is also available on the DAA website. It is recommended that the following procedure is followed by applicants for Trust EOIs.

1. Undertake a search of the Aboriginal site register. This can be done on the DAA website www.daa.wa.gov.au. Follow the links to Site Search. Applicants are encouraged to complete the search early in project design, focusing on the specific project area rather than the wider region or local government area. Contact the department if assistance is required. The results of the search will identify any registered sites and help you to determine any necessary approvals required under the *Aboriginal Heritage Act 1972*.
2. Undertake an assessment of the Project using the State's *Aboriginal Heritage Due Diligence Guidelines* found at; <https://www.daa.wa.gov.au/globalassets/pdf-files/ddg>

The guidelines were developed to assist with the assessment of risk of proposed works on places of heritage significance.

11. Exclusions

- Retrospective funding – projects which are already underway or which will commence prior to the date indicated in our online application information are not eligible for consideration.
- Recurrent expenditure for which there is no future provision.
- Capital or endowment funds established to provide a corpus for institutions.
- Auspicing is not permitted – the organisation applying must be the one that will run the program or project.

12. Assessment

There is a three stage selection process:

1. Applications will be assessed by the Trust's Technical Advisory Panel (TAP) and Operations Manager made up of environmental specialists.
2. The TAP and Operations Manager will determine, based on the number and quality of applications received, whether an interview, presentation or discussion is required with short-listed applicants.
3. The Operations Manager will provide the recommendations to the Trust's Management Panel for assessment and approval. The Management Panel will make the final determination on approved projects and budgets.

Assessment criteria

To be successful for funding, projects must:

- be consistent with the Scope of Work objectives and/or suggested methods as per an EOI;
- demonstrate that all relevant project approvals have been sought and ensure that safety standards will be met;
- demonstrate they have the experience or capability to deliver on the project;
- demonstrate a sound methodology and approach;
- deliver value for money;
- contribute to achieving long-term viability of a threatened species; and
- demonstrate in-kind contributions an organisation will provide.

13. Funding and Acquittal

Successful applications

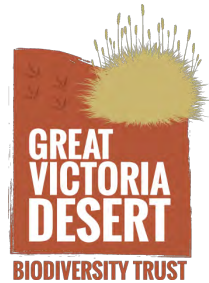
Successful applicants are required to sign a contract and to meet any specified funding conditions before the project can commence and the first payment made. Projects may be cancelled if the contract is not signed and returned within the required time frame.

The contract sets out the conditions including the requirement to keep proper accounting records and project reporting requirements. Payments will be made on the commencement of the project and on the provisions of outputs related to milestones described in the contract.

The following guidelines apply:

- Projects should generally be completed within the negotiated timeframe.
- Progress and final reports must be submitted on the dates specified in contract. The reports will demonstrate the achievement of milestone objectives. Failure to provide a report within three months of the due date may result in the loss of the funding.

GST, and public liability insurance



Any organisation which is successful in receiving Trust funding and which is registered for GST will have a 10% GST payment added to the EOI payments. Payments to an organisation which is not registered for GST will not include the 10% GST payment.

As a condition of funding, successful applicants must have in place suitable public liability, personal accident and professional indemnity insurance. This is required to cover volunteers in the event of injury while undertaking project activities. Community groups working in a partnership should discuss with its partner organisations whether their members are covered by their insurance.

Fund management

Recipients must keep proper accounting records for all project costs (both monies and in-kind contributions). There is no formal requirement to hold the Project funds in a separate bank account, although applicants may find it helps to keep Trust funding monies separate in this way.