

COMMUNITY RIVERCARE PROGRAM GRANTS GUIDELINES FOR APPLICANTS ROUND 4 (2021-2022)

1. BACKGROUND

The McGowan Labor Government committed \$900,000 (ex GST) between 2018-21 for community volunteer groups undertaking restoration projects that improve the health of the Swan and Canning rivers. In 2021-22 a further \$100,000 (ex GST) is available to enable onground works by community groups. This program is administered by the Department of Biodiversity, Conservation and Attractions (DBCA).

There is a well-developed network of community groups working in the Swan Canning Catchment with local knowledge, experience and the volunteer workforce to complete restoration projects that achieve multiple benefits for our waterways and the community. This funding is aimed at supporting community groups to deliver environmental projects that will improve their local waterways.

The Community Rivercare Program has to date funded 34 one, two and three-year projects. This has resulted in revegetation of foreshores along waterways and increased habitat for fish, native birds and other species dependent on waterways.

2. OBJECTIVE

The objective of the program is to support community groups to improve habitat for native fauna, foreshore condition and water quality, and to prevent erosion along the waterways in the Swan Canning Catchment.

3. ELIGIBILITY

Eligible applicants:

- Community groups with a volunteer base.
- Not-for-profit Natural Resource Management (NRM) groups with a community volunteer base.

Community groups must be incorporated or sponsored (under an auspicing arrangement) by another group or organisation that will administer their grant funding (see [section 13](#) for more information about sponsorship).

Government agencies, educational institutions, businesses, land managers or land owners may participate by forming partnerships with community groups and contributing to projects.

Eligible projects:

- Projects must be in the Swan Canning Catchment (map of Swan Canning Catchment), in waterways or riparian zones. For the purposes of the Community Rivercare Program, waterways include rivers, streams, brooks, creeks and open unlined drainage channels that flow to the Swan and Canning rivers. Riparian zones include the channel and the banks of the waterway extending laterally away from the bank and including the extent of the connected floodplain.
- Projects must address at least one of the following criteria:

- Habitat improvement for birds and/or other species dependent on waterways;
 - Foreshore revegetation and weed control;
 - Weed control to promote natural regeneration;
 - Bank stabilisation to repair or prevent foreshore erosion;
 - Water quality improvement, or
 - Native fish habitat improvement and native fish restocking (approval from the Department of Primary Industries and Regional Development (DPIRD) will be required).
- Projects must be easily identified as distinct from previous projects or projects funded through other programs.
 - Ongoing infill and weed control for previously funded Community Rivercare Program sites will be considered.
 - Projects can be on public or private land in the Swan Canning Catchment. For projects on private land, a clear benefit to the public must be demonstrated.
 - A letter of support for the project from each of the land owner(s)/manager(s) is required. The letter should demonstrate an ongoing commitment to protecting the project site from clearing or other significant disturbances and may require a commitment to maintenance of the project. If there is a voluntary management agreement or conservation covenant covering the project site then please state this in the letter.

Priority will be given to projects that:

- Adequately address one or more of the criteria;
- Are feasible, technically sound, and achievable;
- Are primarily comprised of on-ground works;
- Demonstrate value for money; and
- Demonstrate financial or in-kind contributions (this includes volunteer time) to the project.

All applications will be assessed by a panel consisting of representatives with relevant expertise including foreshore restoration, fauna habitat and water quality.

4. FUNDING AVAILABLE

There is a total of \$100,000 available in Round 4 (2021-22) and grants will be between \$3,000 and \$20,000 (ex GST) and must be completed in one year.

Successful projects will receive funds in one instalment and will be required to submit a report on finalisation of the project.

Negotiations and project development will be required between the applicant and DBCA before finalisation of the agreement.

| Funding Range (excludes GST) | Agreement type to be entered with DBCA |
|-------------------------------------|---|
| \$3,000 - \$9,000 | Letter with conditions |
| \$9,001 - \$20,000 | Collaborative Arrangement |

5. INSURANCE

Insurance will be required.

The successful applicants will either need to have their own insurances, be sponsored (under an auspicing arrangement) by an organisation or group that will provide insurance cover or be registered under the DBCA volunteer program.

Sufficient insurances must be maintained throughout the life of your project, including but not limited to, personal accident insurance for volunteers and public liability insurance to cover potential liability in conducting activities funded in part or in full through this grant program. Workers' compensation insurance will be required if the applicant or sponsor has paid staff that are involved in the project.

Volunteers registered through the DBCA volunteer program are covered for personal accident and public liability insurance.

Successful applicants will be required to submit copies of certificates of currency prior to receiving grant funds.

To ensure applicants are aware of site risks, they will need to have and provide a copy of a signed Job Safety Analysis (JSA) or equivalent. If the applicant or their sponsor do not have an existing JSA, DBCA will provide one.

6. METHODOLOGY

Your methodology should include as a minimum:

- A brief description of the techniques you will be using (for example, if weed control is part of your project then nominate hand weeding, mechanical weeding, chemical control including type of chemical and rate of application proposed, or alternative weed management methods);
- Include your project area (m² or km²) or length of waterway (m or km) to be restored;
- An outline of who will be completing each of the proposed tasks and activities (for example, the group members or volunteers, volunteers from outside of the group in the case of community planting days, contractors, partner organisations, land owners or land managers, or others); and
- A timeline indicating when the tasks will be completed ([link to timeline template](#)).

For large or complex projects, a more detailed methodology may be required as part of negotiations and project development before finalisation.

For revegetation projects local native plant species must be used. Applicants should ensure that plants and plant material is sourced from a supplier with Nursery Industry Accreditation Scheme Australia (NIASA) accreditation.

For bank stabilisation projects, soft engineering is preferred, for example, coir logging, jute matting and planting.

Check with the land owner if a permit will be required to conduct these activities.

7. PROJECT MAINTENANCE AND SITE PROTECTION

Your project site is likely to require ongoing maintenance past the project's completion date to continue to meet project objectives. For example, follow up weed control or removal of seedling protection bags. Please state who will be responsible for site maintenance (for example, the land owner or manager, or the grant recipient).

To ensure the project site is not the subject of land clearing or other disturbances the land owner(s) or land manager(s) should demonstrate an ongoing commitment to site protection in their letter of support.

8. ALIGNMENT WITH OTHER STRATEGIES, PLANS, PROJECTS AND NATURAL ASSETS

Examples of the types of documents that your project may align with and you may refer to in your application where relevant:

- Water Quality Improvement Plans;
- Management Plans;
- Tributary Assessments;
- Strategic Regional Plans;
- Catchment Management Plans; and
- Biodiversity Strategies.

9. PROJECT MONITORING AND EVALUATION

Expected monitoring and evaluation for projects receiving grants between \$3,000 and \$9,000:

- Photos taken of the project site, and elements of the project, before and after the project is delivered.
- If the project involves revegetation, the number of seedlings planted, approximate survival rate and area (m² or km²) or length of waterway or riparian zone revegetated (m or km).
- If the project involves weed management, weed species and area (m² or km²) or length (m or km) of waterway or riparian zone successfully controlled.
- For projects aiming to create, restore or protect habitat for specific species, number of structures installed or area of habitat created (m² or linear metres). Records of observations before and after the project may be appropriate.
- Evaluation of the project may be a simple statement outlining successes or failures of the project with the goal of sharing any lessons learnt.
- Any additional monitoring results that the group acquires through their own means is also welcomed but not essential for this grants process.

Expected project monitoring for projects receiving grants between \$9,001 and \$20,000:

In addition to the requirements listed above the monitoring and evaluation methods will be negotiated during the development of a Collaborative Arrangement and will be dependent on the type and scale of project proposed.

10. BUDGET ADVICE

- In the budget template, indicate the base price excluding GST and show the GST component where applicable.
- GST will only be paid to groups/sponsors that are registered for GST. Unregistered groups will be responsible for paying the GST component.
- A maximum of 10 percent of the total grant may be used toward project administration and management costs (for example, insurance policy). Funds for staffing or salary will not be considered.
- Any fees (for example, to obtain approvals) are to be included in the 10 percent provided for project administration and management costs.
- Equipment may be purchased up to a maximum of \$200 (ex GST) per project, which is to be included in the 10 percent provided for project administration and management costs.
- The budget template should itemise an hourly rate for labour or unit rate for area of treatment for weed control and other restoration activities.
- If any quoted operational or material costs appear to be substantially above commonly accepted current prices, please provide documents to support the claim.
- The assessment panel may be in contact if the costings require further justification.
- For this application, in-kind time contribution valuations will be measured at a consistent rate of:
 - Adult volunteer time = \$50/hour
 - Under-eighteens volunteer time = \$20/hour
 - Paid officer in-kind time = \$70/hour
- Please use the budget template provided. ([link to budget template](#))

11. GRANT CONDITIONS AND ACCOUNTABILITY

Successful applicants must abide by the grant conditions set out in the Letter with Conditions or Collaborative Arrangement, and agree to the following:

- The grant must only be used for the purposes specified in the application;
- A record of the financial administration (all income and expenditure against the grant) will be maintained;
- All applicants must have adequate insurance and a signed JSA or equivalent for the project;
- Any promotion of the project is to include acknowledgement of the funding source (Community Rivercare Program – Department of Biodiversity, Conservation and Attractions);
- A completed report is to be submitted by the grant recipient at the end of the 12-month period (A reporting template will be supplied to the grant recipient);
- The grant recipient shall notify DBCA of any significant delays in the project that could affect the end date, as soon as practicable; and
- Unspent funds shall be returned to DBCA.

12. APPROVALS

Obtaining approvals for the project is the responsibility of the successful applicant. Please allow adequate time for permits to be approved and notification to be received. For example, permits issued under the *Swan and Canning Rivers Management Regulations 2007* take a minimum of 6-8 weeks for approval.

The following approvals may need to be considered, but are not limited to:

- Land manager requirements;

- Seed collection permits (administered by DBCA);
- Bed and Banks permits (administered by Department of Water and Environmental Regulation);
- Aboriginal Heritage approvals (administered by Department of Planning, Lands and Heritage);
- Native fish restocking approval (administered by Department of Primary Industry and Regional Development); and
- Permits issued under the *Swan and Canning Rivers Management Regulations 2007* (administered by DBCA).

13. SPONSORSHIP

Unincorporated groups will need a sponsor (auspicer), such as the local NRM group, catchment group, local government or partner group/organisation, that will receive and administer grant funding on behalf of the applicant. Grants will not be issued to personal bank accounts.

Groups that are incorporated may choose to be sponsored by another incorporated group or organisation that will receive and administer the grant funds.

Applicants with a sponsor need to provide the sponsoring organisation's details and evidence of their agreement to receive and administer the grant funding.

Incorporated groups **without an ABN** may still be eligible to receive the funding directly. An Australian Taxation Office (ATO) *Statement by a supplier* form will need to be completed and provided to DBCA with the application. The applicant will be regarded as the 'supplier' providing DBCA with a service. Please check the ATO website for details ([Statement by a supplier ATO website](#)).

14. GRANT TIMELINE FOR ROUND 4 (2021-22)

| Event | Date |
|---|-----------------------|
| Grant round opens | 31 August 2020 |
| Applications close (no late applications will be accepted) | 12 October 2020 |
| Applicants notified of outcome | 9 November 2020 |
| Successful projects publicly announced | 9-23 November 2020 |
| Negotiations for grant agreements commence | 30 November 2020 |
| Any additional or supporting information due* | 1 March 2021 |
| Successful applicants receive funds | 17 May - 18 June 2021 |
| Round 4 (2021-22) reports due | 22 July 2022 |

*For example, insurance certificates of currency, permit approvals or any additional information that was not provided in the initial application.

15. HOW TO APPLY

Applicants can only apply for one project.

Applications will need to include as attachments:

- A letter of support for the project from the land owner(s) or land manager(s) including maintenance commitments and any covenants on the project site. Note: although this may not be available at the time of submission, it is a mandatory requirement prior to funding approval;
- Map(s) of the project site clearly showing the location and extent of the project;
- Timeline for the project identifying when major activities will occur ([link to timeline template](#)); and
- Budget clearly detailing what the grant will pay for. Outline other contributions, both financial and in-kind (including volunteer time estimates) that will be invested in the project. ([link to budget template](#))

Additional requirements for some applications:

- Supporting evidence to justify budget estimates (if applicable).
- Applicants with a sponsor (auspicer) will need to provide the sponsoring organisation's details and evidence of their agreement to receive and administer the grant funding.
- ATO [Statement by a supplier form](#) (if applicable).

Online applications through DBCAs Community Rivercare Program format are preferred. ([link to online application](#))

Please have all attachments ready to submit together at the end of the application.

Note documents cannot be uploaded and saved for later submission.

Other grant application submission options include:

- Request copies of the documents from rivers.systems@dbca.wa.gov.au - fill in the application form, save it and email it as an attachment along with all other supporting attachments to rivers.systems@dbca.wa.gov.au
- Post printed application form and attachments to:
Healthy Catchments Program
Rivers and Estuaries Branch
Department of Biodiversity, Conservation and Attractions
Locked Bag 104
Bentley Delivery Centre WA 6983
- Hand deliver printed application form and attachments to:
Healthy Catchments Program
Rivers and Estuaries Branch
Department of Biodiversity, Conservation and Attractions
17 Dick Perry Avenue
Kensington WA 6151

USEFUL REFERENCES AND LINKS

[Habitat protection and foreshore management](#) (DBCA)

Best management practices for foreshore stabilisation: [Direct shore stabilisation](#) (DBCA)

Best management practices for foreshore stabilisation: [Erosion control matting](#) (DBCA)

Further resources about [weeds](#) (DBCA)

DBCA [Volunteer Rewards Program](#)

Policy on restocking and stock enhancement in Western Australia (Department of Primary Industries and Regional Development):

http://www.fish.wa.gov.au/Documents/management_papers/fmp261.pdf

Statement by a supplier not quoting an ABN (Australian Taxation Office):

<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn/>

CONTACTS

For questions regarding the Community Rivercare Program contact:

Healthy Catchments Team

Rivers and Estuaries Branch

Department of Biodiversity, Conservation and Attractions

(08) 9278 0900

rivers.systems@dbca.wa.gov.au