



**Tasmanian Landcare Fund grants  
Round 21 – 2017**

**Guidelines for applicants**

**Maintaining and building better soils**

## CONTENTS

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### Contents

Part A - Background.....	1
Objective of the Round.....	1
What funding is available? .....	1
Project Timing and Duration.....	1
Who can apply? .....	1
How do I apply? .....	1
Assessment of your application.....	2
Funding agreement .....	3
During and at the end of the project.....	3
Part B – Your application.....	4
Before you start.....	4
Contact information .....	5
Group information.....	5
The project.....	6
Supporting document (budget, map, photos).....	8
The final step .....	11

Round 21 of the Tasmanian Landcare Fund grants have been made possible by the generosity of the late John Roberts through contributions from the JM Roberts Charitable Trust. For more information see:

[http://www.landcaretas.org.au/tas\\_landcare\\_fund](http://www.landcaretas.org.au/tas_landcare_fund)

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## Part A - Background

### Part A - Background

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#### Objective of the Round

Round 21 of the Tasmanian Landcare Fund (TLF) will provide funding for tangible on-ground projects involving change to current practices which will maintain and improve soil structure and health and address soil erosion in agricultural landscapes.

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#### What funding is available?

Applicants may apply for up to \$15,000 (ex GST) for projects that address the requirements outlined on the following pages. Funds may only be used for goods and services directly related to the project. Total funding available under this Round is up to \$80,000.

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#### Project Timing and Duration

Unless otherwise agreed in writing, projects **must be completed within two years** of the date that funds are transferred to the applicant. Funding will only be provided after signing of a funding agreement.

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#### Who can apply?

The applicant must be a community care group or individual that is a current financial member of Landcare Tasmania.

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#### How do I apply?

##### Online application

You can use the online application form at:

[http://www.landcaretas.org.au/tlf\\_grant\\_21](http://www.landcaretas.org.au/tlf_grant_21)

If applying online you will also need to download the budget table (there's a link in the online form) and email that to us separately, along with a map(s) showing the location and details of the proposed activities.

## Part A - Background

### Download the application form

You can download the application form as a Word document and return it to us by email, along with a map(s) showing the location and details of the proposed activities. Download the form at:

You can download a Word version of the application form at:

[http://www.landcaretas.org.au/tlf\\_grant\\_21](http://www.landcaretas.org.au/tlf_grant_21)

### Printed copy

To obtain a printed copy contact the Landcare Tasmania office and we will mail you a copy of the form. Return by post along with a map(s) showing the location and details of the proposed activities.

#### **Postal address:**

Landcare Tasmania  
PO Box 4791 Bathurst St  
Hobart, TAS, 7000

#### **Email address:**

[support@landcaretas.org.au](mailto:support@landcaretas.org.au)

We rely on applicants to provide as much detail as possible, in order to be confident that the project will deliver outcomes consistent with the theme for the Round (but please keep it relevant). The old quote “a picture tells a thousand words” (including maps and photos) applies very much in this case.

If you have any questions, please contact Landcare Tasmania on (03) 6234 7117 or email at: [tlf@landcaretas.org.au](mailto:tlf@landcaretas.org.au)

**Applications close at 5pm on Tuesday 5 December 2017. Late applications will not be considered.**

You will receive a written acknowledgment once your application has been received.

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### Assessment of your application

Applications will be assessed by our Technical Assessment Panel (TAP), a group of with professional experience and expertise in the round theme. They will assess whether the project is technically sound and the degree to which the proposal contributes to the target outcomes.

We will shortlist applications and may contact you for further information, for example in relation to technical aspects of the proposal or quotes from contractors (where applicable).

For shortlisted applications we will also:

- Check the GST status and ABN of applicants
- Conduct an online Aboriginal Heritage property search

## Part A - Background

Final project approvals will be made by the Landcare Tasmania Board, on advice from the TLF Advisory Committee. Applicants will be notified by email of the outcome of their application, which we expect to be in late January or early February 2018.

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### Funding agreement

Applicant's whose project is approved will be provided with a funding agreement to undertake the activities in the application. The funding agreement needs to be signed and returned to allow funds to be provided.

Successful applicants will also need to provide:

- Evidence that the work to be undertaken is covered by insurance
- A site risk safety assessment of the work
- Written evidence of the consent of the landowner or manager (where not the applicant)

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### During and at the end of the project

Landcare Tasmania is not able to provide technical and project management assistance during the course of the project. However we will aim to touch base with you during the project period to check if things are on track and if there are issues that need to be addressed.

We know that things sometimes don't go as planned. We will consider reasonable requests for extensions and changes to project activities, but only if they are made as a written request specifying the reasons for change. Don't leave it till after the end of the project to contact us.

Within two months of the project's completion, you will be required to return a brief Final Report (template will be provided) describing the results of your project and a statement of accounts showing the grant amount received and how it was spent.

## Part B - Your application

### Part B – Your application

The sections which follow provide more information on what you need to do to complete your project application. Question numbers follow the same order as in the online and printed versions of the application form.

Where relevant, guidance has been added in italics to help you complete each question.

For any enquiries relating to the application please contact us at:

Ph: (03) 6234 7117

E: [support@landcaretas.org.au](mailto:support@landcaretas.org.au)

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#### Before you start

##### ***Essential requirements***

You or your Landcare group must meet a number of requirements to proceed with the application and to be eligible to receive funding. You'll be asked to check off that you meet ALL the requirements below.

**Please check and tick the boxes below prior to commencing your application. You need to meet all these requirements for funding**

- I am or my group is a current member of Landcare Tasmania
- I do not have overdue acquittals from previous TLF grants
- I have read the guidelines for Round 21
- I can complete the project within 2 years of commencement
- I am willing for the project to be publicly promoted
- I can demonstrate the technical soundness of the project
- I am willing to provide access to the project site(s) for Landcare Tasmania to inspect the works and discuss progress

*Guidance:*

*You MUST check all boxes on this question to proceed with the application.*

*If in doubt about membership you can contact Landcare Tasmania. You can also apply for membership online at:*

*[http://www.landcaretas.org.au/become\\_a\\_member](http://www.landcaretas.org.au/become_a_member)*

*You can still apply if you have a current project funded through a TLF grant, but not if it is overdue.*

*Demonstrating that the project is technically sound should be included in your response to Question 9 – a description of the work to be undertaken*

## Part B - Your application

### **Check that you have available:**

- A description of the project (Question 9)
- A proposed project budget (Question 13)
- A map and photos of the site (Question 14)
- Insurance that covers you for the work to be undertaken (Question 15)
- Consent of the landowner or manager to carry out the work (Question 15)

### *Guidance:*

*You MUST check all boxes in this question to proceed with the application.*

*These are items you will need later in the application process. It is recommended you consult each of the relevant sections and prepare them in advance prior to commencement. Evidence of insurance and written consent of the landowner will only be requested if your application is shortlisted.*

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### Contact information

#### **Question 1. Name of the person filling out the form**

##### *Guidance:*

*This is the person who will be the primary point of contact for the application and the project if funded. This applies regardless of whether the application is from an individual member or a Landcare member group.*

#### **Question 2. Address of the person filling out the form**

#### **Question 3. Best phone number to reach the person filling out this form**

#### **Question 4. I am applying for this grant as an:**

- Individual
- On behalf of my group

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### Group information

#### **Question 5. Group name**

##### *Guidance:*

*This question will be skipped for applications from an individual.*

*For group applications this is the name of your Landcare member group*

## Part B - Your application

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### The project

#### Question 6. Project name

*Guidance:*

*Give your project a title. It should be short and catchy. No great lengthy descriptions here please – that comes later.*

#### Question 7. Tick the activities below that your project will involve

- Adopting better livestock rotation systems to avoid overgrazing
- Innovative soil erosion control techniques
- Managing crop rotation to minimise depletion of soils and restore nutrients
- Employing sensor technology that enables accurate monitoring of soil characteristics\*
- Managing soil moisture and temperature\*
- Trialling techniques for minimising the use of chemical fertilisers, pesticides, herbicides and fungicides\*
- Employing farming practises that replenish soils
- Increasing soil carbon
- New no till farming projects
- Installation of stock water points to address erosion
- Strategic planting of native trees, shrubs and grasses
- Establish and manage forage shrubs on marginal lands
- Controlling weeds and pests that compete with beneficial ground cover

*Guidance:*

*Your project MUST include at least ONE of these activities to be eligible for funding.*

*Activities marked \* are not eligible for funding on their own but may be eligible where linked to other activities and outcome.*

#### Question 8. Tick the target outcomes your project aims to achieve

- Maintenance and improvement of soil health
- Maintenance and improvement of soil structure
- Land and soils protected from erosion
- Protection of north facing slopes
- Increase in beneficial ground cover
- Restoration of soil nutrients
- Improved soil carbon
- Benefits to soil flora and fauna
- Reduced soil nutrient runoff



## Part B - Your application

*Guidance:*

*Your project MUST deliver at least one of these outcomes to be eligible for funding.*

### **Question 9. Please provide a description of the work to be undertaken**

*Guidance:*

*It's important to give a good description of your project in a way that is structured and clear.*

*A good approach is to describe the project in stages and relate the work of each stage to the activities which are eligible for funding (Question 7), and to link the activity to one or more target outcomes (Question 8).*

*Example:*

*Stage one of the project (March-August 2018) will involve construction of additional fences to allow grazing to be managed to protect the north facing slope.*

*Stage two of the project (September-December 2018) will involve stock exclusion and removal of weeds within the fenced area to allow for an increase in perennial ground cover.*

*Stage 3 of the project will involve reintroduction of grazing on an ongoing rotational basis, with stock excluded for 6 months of each year.*

*Your description should also demonstrate that the project is technically sound, with good prospects for the activities to deliver against target outcomes, including:*

- *Indicate if you have received advice from an appropriately qualified technical person with knowledge of the project site and proposed activities, but who will not directly benefit from the project being funded.*
- *Where revegetation activities are involved be sure to identify the species to be planted, and the proposed density of plants or number to be planted.*
- *Where fencing is proposed the length and type of fencing must be described.*
- *Where weed control activities are proposed the weed species should be identified and the infestation describe. It may be useful to include that on your map and to attach photos (Question 14).*

### **Question 10. What is the location for the project? Please put in a street address, property Id or map coordinates of the location.**

*Guidance:*

*Your property Id can be obtained from your rates notice.*

*You can also do a property search on theLIST:*

<http://maps.thelist.tas.gov.au/listmap/app/list/map>

*If the property is large then be sure to identify the location of the site on the project map.*

## Part B - Your application

**Question 11. Please confirm that Landcare Tasmania funds for your project will not be used for any of the following:**

- Projects on rivers which attempt to remediate past flood damage
- Business as usual projects that do not represent a practice change for your property/enterprise
- Projects where TLF funds are to be used as a 'devolved grant'
- Projects where activities could be reasonably deemed to be the responsibility of the land owner will not be eligible (e.g. track construction and maintenance, boundary fencing)
- Amenity plantings with limited environmental benefits and outcomes
- Administration costs unless there can be a clear demonstrable benefit for the project's success
- Major capital items. Note: These may be included as in-kind contributions or funded from other sources.

*Guidance:*

*You will be required to check every box.*

**Question 12. Please describe how you will maintain the outcomes of the project**

*Guidance:*

*Each site and project is different so just describe in your own terms the actions that are practical for you and that will give the best prospects on maintenance of outcomes in the long term.*

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### Supporting documents (budget, map, photos)

**Question 13. I have downloaded the budget table and will submit to [tlf@landcaretas.org.au](mailto:tlf@landcaretas.org.au)**

*Guidance:*

*The budget table is included on the following page, and can be downloaded from:*

<https://drive.google.com/file/d/0B7QpMytCHWyjbU9nT2dQbnJHOEk/view>

*Note: All amounts in the budget table MUST be exclusive of GST.*

*The following rates are available for fencing, and are a contribution for materials only.*

- \$2,300/km for three strand electric
- \$3,200/km for five strand electric
- \$4,100/km for seven strand electric or pre-fabricated fencing

*Gates may also be included as part of fencing costs where appropriate. If higher fencing costs are proposed you will need to provide a clear justification of the higher costs.*

*Contractors may be used to deliver specific activities (e.g. specific feral species control, specialist scientific advice etc). It is advisable to obtain contractor quotes in preparing your budget but it is not*

## Part B - Your application

*essential. There is no scope to increase funding if you proceed with a contractor without a quote and are charge more than the funded amount.*

## Part B - Your application

Name of applicant (group or individual):

Name of project:

### Budget Table

Please complete the budget table for your project

Timing	Activity	Who does it?	Is a contractor involved?	Items & services purchased	TLF funds sought (ex. GST, max. \$15k)	In kind contribution (labour @\$33/hour)	Details of in-kind contribution
<b>Totals</b>							

### Other funding sources

Please tell us about any other funding sources that have been accessed for the site or project over the last 5 years

Source	Activity	Amount in \$	Has the activity been completed	Year activity completed

Send this document to [tlf@landcaretas.org.au](mailto:tlf@landcaretas.org.au) include maps and photos. Please note supporting documents must be in by the closing date for your application to be valid.

## Part B - Your application

**Question 14. I have maps and/or photos of the project which I will send in an email to [tlf@landcaretas.org.au](mailto:tlf@landcaretas.org.au)**

*Guidance:*

*You should include:*

- *A map showing the location of the project*
- *A more detailed map showing the activities to be undertaken*
- *Photos that will help the assessors understand the issue and the activities to be undertaken.*

*Maps need not be complex or of high quality. A mud map is acceptable so long as both the location and the proposed activities can be easily identified on them.*

*Hint: A useful method is to print a base map from Google Earth and to draw your map onto that.*

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### The final step

**Question 15. In making this application I confirm that I can provide the following additional written information if requested**

<b>Requirement</b>	<b>Guidance for applicants</b>
Consent of the landowner or manager for the project	<i>If you are not the landowner, we will ask for written confirmation of permission from the landowner. In the case of Crown land you may need a works permit, so ensure you look into this before submitting.</i>
Evidence of insurance cover	<i>We will ask you to confirm your insurer, policy number and nature of cover.</i>
Contractor quotes	<i>Quotes are not essential to your application, but if using a contractor we may ask for the basis of costs. <b>Note:</b> If using contractors there is no scope to increase funding to cover unanticipated increases, so ensure your quotes are fixed price and not based on hourly rates.</i>
Site safety risk assessment	<i>You <b>MUST</b> comply with the Work Health and Safety Act. For shortlisted projects we will contact you to identify the most appropriate risk assessment to carry out.</i>

**Question 16. In making this application I confirm that the information I have provided is correct to the best of my knowledge**

*Requires a Yes/No answer*

*Applications found to contain false and/or misleading information will be rejected.*

## Part B - Your application

### ***For online applications...***

At the end of the application process you will be asked if you'd like to receive an email of your application. The email will provide a copy you can print and a link to the online application form. You can use this to make changes to your application up till the closing date – 5pm on Thursday 5 December.