



## **Tasmanian Landcare Fund grants Round 22 – 2018**

### **Guidelines for applicants**

Supporting practical Landcare projects that improve the management of Tasmania's water, soil, plants and animals.

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Round 22 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

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### Objective of the Round

Round 22 of the Tasmanian Landcare Fund (TLF) will provide funding support for practical Landcare projects that improve the management of Tasmania's water, soil, plants and animals.

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### What funding is available?

Applicants may apply for up to **\$3,000 (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 \$50,000.

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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 – successful projects will be able to start in September 2018.

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### Who can apply?

The applicant must already be a community care group, member of a care group or an individual that is a current financial member of Landcare Tasmania, as of the **10<sup>th</sup> July, 2018**.

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### How do I apply?

#### 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) and photos showing the location and details of the proposed activities. Download the form at: [http://www.landcaretas.org.au/tlf\\_grant\\_22](http://www.landcaretas.org.au/tlf_grant_22)

#### Printed copy

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

#### **Postal address:**

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

**Applications close at 5pm on Tuesday 31<sup>st</sup> July 2018. 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 with professional experience and expertise in the Landcare activities. They will assess whether the project is technically sound and the overall value of the project proposal.

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

**We're here to help. If you have questions, please contact Landcare Tas on (03) 6234 7117 or by email [support@landcaretas.org.au](mailto:support@landcaretas.org.au)**

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## Funding agreement

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 in September 2018.

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)

**NB: Landcare Tasmania will conduct an online Aboriginal Heritage property search**

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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.

**NB: If the project is deemed unsatisfactorily completed, Landcare Tasmania reserves the right to obtain the funds from the applicant and redistribute to the next round of funding.**

**We're here to help. If you have questions, please contact Landcare Tas on (03) 6234 7117 or by email [support@landcaretas.org.au](mailto:support@landcaretas.org.au)**

## Part B – Your application

The sections provides more information on what is needed to complete your project application. Section Numbers follow the same order as in the application form. Where relevant, guidance has been added in *italics* to help you complete each question.

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### Section 1: Before you start (Page 1)

#### **Eligibility Checklist**

You or your Landcare group must meet a number of requirements to proceed with the application and to be eligible to receive funding.

**Please check the boxes below prior to commencing your application:**

- 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 22
- 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
- The following information, project outline and timeframe requirements are accurate

*Guidance: You MUST check all boxes on this question to proceed with the application. If in doubt about membership you can contact Landcare Tasmania. Only current members of Landcare Tasmania can apply.*

*You can also apply as member of a group as an individual where works are on your property but not involving your care group (the group must still be a current member of Landcare Tasmania).*

*NB: If you have a current TLF project you can still apply but only if it is not overdue.*

*Demonstrate that the project is technically sound by including in your application, in Section 2 a contact name of someone technically aware of your project & in Section 3 -Method & Best Practice – details of how activities will be done.*

**Please confirm that Landcare Tasmania funds for your project will NOT be used for the following:**

- TLF funds will not be used as a devolved grant
- TLF funds will not be used for activities that could be reasonably deemed the responsibility of the land owner
- TLF funds will not be used for amenity plantings with limited environmental benefits and outcomes
- TLF funds will not be used for administration costs unless there is a clear demonstrable benefit for the project's success
- TLF funds will not be used for major Capital items (eg sheds or other infrastructure items)

*Guidance: You are required to check every box to be eligible.*

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## Section 2: Contact information (Page 1)

### **Name of Primary Contact**

*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.*

### **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*

### **Technically Aware person:**

*Please put down the name of any contact that has technical knowledge of the site and/or project that you are working on.*

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## Section 3: Project Description (Page 2)

### **What Landcare activities will your project involve?**

#### **Tick the activities below that your project will involve**

1. Establishment, rehabilitation and management of native vegetation, including weed and pest control.
2. Management and rehabilitation of productive land; including erosion, weed and pest control.
3. Management and rehabilitation of coastal land; including erosion, weed and pest control.
4. Management and rehabilitation of waterways and wetlands, including erosion and weed control.
5. Landcare awareness raising, education and training.

*Guidance: Your project MUST include at least ONE of these activities to be eligible for funding. If the activity you are proposing is not in the list add it in "other" and specify the activity.*

**We're here to help. If you have questions, please contact Landcare Tas on (03) 6234 7117 or by email [support@landcaretas.org.au](mailto:support@landcaretas.org.au)**

## Section 3: Project Description Cont. (Page 2)

### **Title of your Project**

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

### **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. Provide an address and/or the Property Identification Number (PID).*

### **Attach a map and photos.**

*Guidance: Along with the address and/or PID you should include:*

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

*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.*

### **Project Description**

*Guidance:*

*Match activities with your Budget Table on Page 4 (even do the Budget Table first and come back to the description once you have nuted out the timing and activites).*

*A good approach is to describe the project with an overview followed by stages that relate the work of each stage to the activities. Nothing too long with a max of 200 words.*

*Example: Building on our group's protection of the waterways in the X catchment, the next phase of activity is centered on the downstream section of the Y tributary. The main activities are to exclude stock from the waterway, control weeds A, B and C and plant out a section on the banks below Trib Y (see map and budget table for more details).*

### **Method**

*You 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 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.*

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### **How will the project continue in the long-term?**

*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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## Section 4: Budget Table (Page 3)

### **Timing**

*When will things happen, if you start to fall behind make sure you contact us as this may affect the completion date of your project. Month or season is close enough.*

### **TLF funds**

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

### **Costings**

*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.*

### **Inkind Contribution**

Labour @\$33/hour, Machinery @\$100/hr unless other is specified (ie tractor/digger). Make sure you include other costs incurred by yourself and/or the group, such as plant guards, bbq supplies, etc in the inkind section..

### **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. (Three is enough)

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## Section 5: Checklist – Confirm and submit your application (Page 4)

### **Check the boxes on the application so that you know it is completed:**

- Eligibility Section
- A brief description of the project
- A proposed project budget
- A map and photos of the site (make sure they are attached to the application)

### **You Must also be able to provide the following if your project is approved:**

- Consent of the landowner or manager to carry out the work (if not on your land)
- Insurance that covers you for the work to be undertaken (*We will ask you to confirm your insurer, policy number and nature of cover.*)
- Contractor quotes - *Quotes are not essential to your application, but if using a contractor we may ask for the basis of costs.*
- Site safety risk assessment (template available at <https://www.landcaretas.org.au/safety>)

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