



Small Community Grants Application

BACKGROUND

Small Community Grants are a key mechanism for the Northern Tablelands Local Land Services (LLS) Resilient People Program, is supported by the NSW Government's Catchment Action Fund and the Australian Government's National Landcare Programme. The Resilient People Program is focused on improving community resilience by addressing knowledge, leadership, community participation and financial limitations.

Funding is available for projects that meet the following National Landcare Programme

Strategic Outcomes:

- Increase in the number of farmers adopting practices that improve the quality of the natural resource base, and the area of land over which these practises are applied; and
- Increase engagement and participation of the community, including Landcare, farmers and Aboriginal people in sustainable natural resource management.

Examples of these activities include (but are not limited to): field days, meetings, mentoring, planning sessions, leadership, training sessions and small on-ground works projects that support improved capacity of land managers in line with the Northern Tablelands Investment Plan 2025.

Three classifications of grants are available:

- Awareness raising events, workshops and field days (\$500 to \$1,500)
- Mentoring, leadership, training, conference and small on-ground works (max \$5,000)
- Aboriginal cultural heritage protection and knowledge sharing projects (max \$10,000)

Applications will be accepted from 1 July 2015 until 14 August 2015.

Applications will be assessed as per the Small Community Grants Program: Project Proposal Assessment Plan enclosed in the Small Community Grants information pack and at <http://northerntablelands.lls.nsw.gov.au/>

Successful applicants will be engaged to deliver the project through a management agreement or service agreement entered into with Northern Tablelands LLS. Project activities must be completed over a 12-18 month period.

Other funding opportunities are also available through Northern Tablelands LLS, via the On-Ground Partnerships Grants:

For further information about these On-ground Partnership Grants, please call your local Northern Tablelands LLS office, or visit our website at <http://northerntablelands.lls.nsw.gov.au/>

Types of activities eligible for project funding

Activities (including small on-ground works projects) that improve people's capacity to:

- Manage, consolidate and improve existing native vegetation
- Increase extent of native vegetation
- Improve riparian stability and in stream habitat quality
- Manage land within soil and land capability
- Manage groundcover, soil organic carbon, litter, pasture biomass and native vegetation cover
- Manage upland wetlands
- Implement activities to share Aboriginal cultural knowledge
- Improve management of Aboriginal sites

Activities ineligible for project funding

- Activities deemed to be of private benefit (without public benefit), or subsidies for commercial operations.
- Purchase, lease or acquisition of land.
- Purchase of equipment or materials normally considered part of an individual landholder's responsibility.
- Activities considered to be an organisation or landholder's statutory or regulatory responsibility.
- Works, planning or activities completed prior to the application being assessed.
- Purchase of information available free of charge, or data and information development that is readily available.
- Community infrastructure projects not related to the Northern Tablelands Investment Program 2025, sustainable agriculture, natural resources management or Aboriginal cultural heritage.
- Activities outside the Northern Tablelands LLS region.

ELIGIBILITY

Applicants must be a legally incorporated entity to enter into agreements. The entity is responsible for ensuring project outcomes are achieved. All proposals need an individual nominated as the contact person. Provide contact details to be used in any correspondence regarding the proposal.

Grants are targeting 'landcare community'*, thus applicants must be either Landcare or care groups; friends of groups and other community environment groups; farmer or producer groups; Aboriginal communities and organisations, and or; individual landholders working in the landcare / natural resource management sector. The Northern Tablelands LLS would like to support local groups deliver on-ground activities at a local or sub-catchment scale.

If the applicant is a previous recipient of grants from Northern Tablelands LLS, all previous grants must be fully acquitted.

The project proposal must be complete (as per the form and information stated here in this document) and must be lodged by the closing date of 14 August 2015.

The project must be delivered within the Northern Tablelands LLS region including Tenterfield, Inverell, Guyra, Glen Innes Severn, Armidale, Walcha and Uralla Shires).

*'landcare community' is defined as: identified Landcare and other 'care groups' such as Bushcare or Rivercare; 'friends of' groups and other community environment groups; farmer or producer groups; Indigenous communities and organisations, and; individual land managers working in the landcare/ natural resource management sector. 'Local landcare community' does not include local and state government, **see <http://www.nrm.gov.au/regional/regional-funding>**

SMALL COMMUNITY GRANTS APPLICATION

- Please note the maximum grant amounts described on page 1 and develop your application within these guidelines.
- The intention of the grants is to provide assistance with projects – cost sharing of the total project costs is required (see the cost sharing table in the budget section).

HOW TO SUBMIT YOUR APPLICATION

Please submit your Small Community Grant Application with attachments to Northern Tablelands LLS by Friday 14th August, 2015.

Email submissions to: application.northerntablelands@lls.nsw.gov.au

Postal submissions: Northern Tablelands Local Land Services, PO Box 411, Inverell NSW 2360

Hand deliveries: to your local Northern Tablelands LLS office.

Who to contact for further information

This program is available across the whole Northern Tablelands LLS region.

Applicants are encouraged to discuss their application with the relevant contact officer for your area.

If you are unsure of your area, please contact our free call number (1300 795 299) and we can direct you appropriately.

Armidale office: ph 6770 2000

Tenterfield office: ph 6739 1400

Inverell office: ph 6720 8300

Glen Innes office: ph 6732 8800

TIMETABLE FOR THE PROCESS

Event	Target Completion Date
Grant Process advertised	1 July 2015
Applications close	14 August 2015
Assessment of applications against eligibility criteria and standard assessment criteria	24 August 2015
Completion of assessment panel report	28 August 2015
Applicants notified of success	1 September 2015
Management or Service Agreements negotiations with applicants	2 Sept - 15 September 2015
Agreements commence	15 September 2015
Projects implemented	To March 2017

FILLING IN YOUR APPLICATION

1. Project Title

The title will be used by Northern Tablelands LLS to promote the project. Successful projects will be listed on the Northern Tablelands website.

2. Project Description

This section should provide a brief summary of the project, what it will deliver, and what project activities would be.

3. Project Objectives

This section should describe what the project is expected to achieve. Please specify what changes are expected to occur if project activities are successful. Changes can, for example, include new and improved knowledge; increased capacity and greater public awareness, on-ground works for river restoration, native vegetation protection and re-establishment of native vegetation.

4. Background and Justification

The background should include:

- the problem or issue which the proposal seeks to resolve;
- how the community need for the project / activity was identified;
- whether there are past programs and activities that influenced or will complement the proposal;
- why this project is important; and
- Who the beneficiaries are and what the subsequent benefits for the whole community would be.

Please attach any supporting documents (e.g. community action plans developed through a series of facilitated sessions).

5. Anticipated project results

This section should describe the type of results the project is expected to accomplish. These results would be the measurable outputs the project is expected to produce through its planned activities and budget, e.g. number of landholders engaged, number of extension activities, number of hectares protected, and number of hectares of native vegetation planted. Clearly link capacity building activities with on-ground change. Demonstrate on-ground outcomes achieved through project activities. Project outputs are a standard assessment criterion your project proposal will be assessed against.

6. Implementing and managing the project

Describe who will be responsible for planning and management of project operations as well as the roles of other bodies and organisations associated with the project. This section should describe the relevant experience and capabilities of the people implementing this project.

Please include any additional information about other contributors to the project. Please describe the role of the wider community in the planning and ongoing involvement in the project and activities.

Capacity of the applicant to manage the project is a standard assessment criterion your project proposal will be assessed against.

7. Target Audience

Please describe who the target audience is and how many people will be involved in the project. Relevance of target audience to Northern Tablelands LLS business is a standard assessment criterion your project proposal will be assessed against.

8. Schedule

The key stages of project implementation should be listed with target completion dates. No contracts will be entered into prior to 1 September 2015, so anticipated start dates should reflect this date. Please describe the broad stages, specific types of activities and milestones that would be taken to deliver the project. Please include in your submission what stages you would undertake and estimate timeframes for project. Timelines and agreed schedules can be further developed once the project is initiated. Feasibility of project delivery to schedule is a standard assessment criterion your project proposal will be assessed against.

9. Budget

The budget should be indicative with enough detail to allow Northern Tablelands LLS to determine whether the project is a proposition that will provide value for money. Please provide details of each activity and fully cost what it would take to deliver this project. Funding recipients are expected to make a contribution to the costs of the project via in-kind activities and/or financial contribution.

Total funds of a project to be entered into and cost sharing arrangements will be negotiated following submission and acceptance of this project application. Are other parties also collaborating in the project and making a third party contribution?

All figures used in the budget should be GST exclusive.

FOR EXAMPLE

Activity	Description	Applicant contribution \$	Other contribution*	Funding sought \$
Advertising	Radio	123.56	100.00	110.20
	Newspaper			80.00
	A4 Poster/Flyers (200@.40c)			100.00
	Mail (200@.50c)			
	Agency staff (specify) 4 hrs travel @\$25/hr			
Field Day	Equipment	112.20		85.50
	Hire: Portaloo			200.00
	Marquee			112.00
	Venue Hire: Hall			55.50
	Auditorium			
	Catering: Morning/Afternoon tea @ \$2/h x 50			100.00
Lunches @ \$8/h x 50	400.00			

Projects require investment contributions from project partners

Applicants must make an equal or greater contribution for every \$ (in-kind or financial contribution) to the project unless specified below. Successful applications will be required to report how this was achieved at the completion of the project.

Cost sharing ratios and maximum funding amounts

Max \$ Amount	Category	Min Cost sharing expectations Applicant: NT LLS
\$500 - \$1,500	Workshop, Field Days, Awareness raising events	60:40
Max \$5000	Mentoring, Leadership, Training, Conferences, Seminars, Projects, combined awareness raising events with small on ground projects	50:50
Max \$10,000	Aboriginal Community Projects - Culture and heritage awareness raising, capacity building, site protection, natural resource management plans	40:60

10. Monitoring and Evaluation

Monitoring and evaluating project progress can help projects remain focused towards achieving the objectives. Please describe how the success or effectiveness of the project will be measured. Describe how you will measure on ground practise change resulting from project activities. Outline your suggested procedures for monitoring the project operations to ensure that activities occur as planned.

Depending on the length and complexity of your project, you will be required to provide periodic progress reports, or at the minimum a final report. Details of reporting requirements will be agreed to prior to project commencement.

Monitoring and evaluation methodology is a standard assessment criterion your project proposal will be assessed against.

11. Use of Best Available Information

Please describe how best available knowledge and information has been used to inform project design and how it will be used in the project. Use of best available information is a standard assessment criterion your project proposal will be assessed against.

12. Collaboration

Evidence of collaboration will be assessed across all sections of the Application Form. Note where and how partners have been engaged in project design or will be engaged in delivery. Evidence of collaboration is a standard assessment criterion your project proposal will be assessed against.

13. Site Photos

Photos are required where the project is going to include on-ground works.

Who to Contact:

Please contact the Northern Tablelands Local Land Services for more information.

Call 1300 795 299

- INVERELL OFFICE: 02 6720 8300
- ARMIDALE OFFICE: 02 6770 2000
- TENTERFIELD OFFICE: 02 6739 1400
- GLEN INNES OFFICE: 02 6732 8800

To submit your form or further information email: application.northerntablelands@lls.nsw.gov.au



Email: admin.northerntablelands@lls.nsw.gov.au
 Fax: 02 6720 3098 | Post : 15 Vivian Street
 PO Box 411, Inverell, NSW. 2360.