

Guidelines for Expression of Interest

Training Activities funding is a small grants program to provide financial assistance for costs associated with attending training.

These guidelines are for individuals, incorporated groups and organisations applying for funding to complete training activities that address Local Land Services Western Region objectives.

Funding amounts will be considered of up to \$5000 per applicant.

Group applications are encouraged with individual contracts offered to successful applicants for amounts greater than \$3000 per entity.

Local Land Services Western Region works with local groups, organisations and individuals to ensure a healthier and more productive environment in the longer term and to promote awareness of sustainable agriculture, cultural heritage, biosecurity, emergency management and natural resource management.

Applications for this program are open all year and will be assessed within one month of receipt.

Applicants will be notified promptly regarding the success of their application.

In partnership with:



Australian Government

***Catchment Action
NSW***

Before you begin....

Contact your nearest Local Land Services Western Region office, where specialised officers will assist you in preparing and submitting the strongest possible application for your project.

Office locations

Location	Address	Phone
Balranald	82 Market Street PO Box 9 Balranald NSW 2715	(03) 5020 1691
Bourke	21 Mitchell Street PO Box 342 Bourke NSW 2840	(02) 6872 2144
Brewarrina	24 Bathurst Street PO Box 3 Brewarrina NSW 2839	(02) 6839 2047
Broken Hill	32 Sulphide Street PO Box 692 Broken Hill NSW 2880	(08) 8082 5205
Buronga	32 Enterprise Way PO Box 363 Buronga NSW 2739	(03) 5021 9460
Cobar	62 Marshall Street PO Box 307 Cobar NSW 2835	(02) 6836 1575
Hillston	180 High Street PO Box 33 Hillston NSW 2675	(02) 6967 2507
Tibooburra	Briscoe Street Tibooburra NSW 2880	(08) 8091 3306
Wanaaring	Vicary Street Wanaaring NSW 2840	(02) 6874 7749
Wentworth	1 Silver City Highway Wentworth NSW 2648	(03) 5027 3064
Wilcannia	43 Woore Street PO Box 11 Wilcannia NSW 2836	(08) 8091 5070

Objectives:

Local Land Services Western Region offers small grants for training and community activities in an aim to:

- Improve the knowledge and skills of land managers as well as increase the involvement of regional communities, groups and individuals in managing our natural resources.
- Support Aboriginal people to connect to country through partnerships and participation and share traditional knowledge of natural resource management.

Application process:

An Expression of Interest is required to apply for funding. Applicants will be assigned a file number and a case officer who will work with them to develop an application for funding.

Funding criteria / eligible activities:

General

- Your project may be used by Local Land Services Western Region for demonstration and/or promotional purposes with your consent.
- If you have any questions about project eligibility or other concerns about the Expression of Interest form you should contact your nearest Local Land Services Western Region office.

Eligibility

- Applications are invited from all stakeholders including: individuals, incorporated groups, non-government organisations, not-for-profit organisations and Local Government within the Western Local Region.
- State Government agencies and employees are not eligible for funding under this program.
- Core functions of government departments and agencies will not be funded.
- Your intention and capacity to implement sustainable agriculture, Aboriginal cultural heritage or natural resource management outcomes will form part of the assessment criteria for successful applicants.
- Applicants with outstanding Catchment Management Authority incentive projects or Western National Landcare Projects are not eligible to apply.
- All projects must show a public benefit as outlined below.

Examples of eligible training activities

- Grazing management courses
- Property planning courses
- Low stress stock handling courses
- Business skills courses to improve the ability to manage agricultural enterprises
- Pest management courses

Project timeframe

- The training activity must be completed within three months of signing the contract or by negotiation with Local Land Services Western Region.

Project variations

- If changes to the project occur an application for variation must be made in writing stating the reasons for the variation and addressed to:
Andrew Hull, Team Leader Land Services, Local Land Services Western Region, PO Box 342, Bourke NSW 2840.

Monitoring and evaluation

- Proof of attendance or a signed letter stating the details of your course or activity will be required.
- You will be required to complete a survey following the completion of your activity. This will be sent to you by Local Land Services Western Region. You may also be asked to submit a follow up survey five years after the course/workshop.
- Monitoring information will assist Local Land Services Western Region to assess project and applicant success in order to improve future programs and outcomes.

Public versus private benefit

All projects must show a public benefit. A project that has high public benefit is one that builds skills and knowledge to implement long-term positive on-ground improvement over a broader regional area (e.g. reduced biosecurity risk, improvements in soil quality, salinity, inland aquatic systems and native vegetation).

Applications need to demonstrate how the proposal will result in a higher level of public benefit for increased biosecurity, ongoing environmental sustainability, agricultural sustainability and cultural heritage outcomes.

Submitting an Expression of Interest:

If the project fits the criteria, lodge an Expression of Interest. These can be lodged at any time and will be assessed in a timely manner with contracts being offered to successful applicants.

Assessment Process:

- Applications will be assessed and ranked according to how well the project meets the eligibility criteria.
- The proposed training activity should be up-to-date with current best management practices and align with the principles of Local Land Services Western Region.

Project approvals and agreements:

- You will be advised in writing if your project has been approved.
- The agreement will be made for a specified period of time and detail the negotiated outputs and outcomes of the project.
- You must accept the contact by the given deadline or tell us if you decline the offer of funding.

Unsuccessful applicants:

- Unsuccessful applicants will be notified in writing.
- You may seek additional advice/discussion from Andrew Hull, Team Leader Land Services, by phoning 02 6872 2144.

Appeal process for unsuccessful applicants

- An application for appeal must be made in writing to Rob Gregory, General Manager, Local Land Services Western Region, PO Box 363, Buronga NSW 2739 stating the reasons for the appeal.
- No new information will be taken into account and the applicant will be advised in writing of the final decision.

What happens to the information I provide?

Collection, storage and access

- Project information is used to assess your application and to contact you. Talk to us if you believe the information collected is not relevant or excessive.
- A statutory declaration is provided at the bottom of the Application Form for you to provide consent for Local Land Services Western Region to use and store the information for assessment purposes and to be entered onto the public register.
- Staff involved in the collection, assessment and processing of Community Activities will view your information. These people are required by law not to disclose your information.
- You may view or correct this information at your request in business hours.

Use and disclosure

The amount of funds granted, applicant name, location and brief project description will be placed on the Local Land Services Western Region public register. This will take effect if the applicant enters into an Agreement with Local Land Services Western Region.

Budget Guidelines

Please seek help from Local Land Services Western Region staff if required.

Travel: Is per kilometre and costed at \$0.27/km (NSW government casual journey allowance) and \$0.30/km for vehicles 2601CC and over.

Course Fees: 100% of your training costs will be paid for up to maximum funding amount

Information Resources: Includes training books and course information

Accommodation: A funding ratio of 1:1 applies for accommodation, i.e. Local Land Services Western Region will pay for 50% of your accommodation.

- No payment will be made for an individual's time or for alternative labour on property while undergoing training.
- Please obtain relevant quotes from suppliers of accommodation, training and information resources and attach them to your Expression of Interest.
- All budget figures must be GST exclusive.
- Be aware that money allocated to projects will be based upon the submitted budget and no allowances will be made for price increases.
- The overall total must be no more than \$5000 per applicant – not per participant.

Example: Workshop in Cobar

Training to be undertaken and items to be purchased	Item	Cost per Item (Excl GST) \$	Total cost (Excl GST) \$	Contribution Sought \$
Conservation and Land Management Workshop in Cobar for one person				
Travel				
Kilometres travelled (return)	120km	0.27	32.40	32.40
Accommodation (funded 1:1)				
Eight nights at motel	8 nights	100.00	800.00	400.00
Course fees				
Diploma course fees	1 course	1000.00	1000.00	1000.00
Information resource costs				
Sign produced to relay natural resource management information	1 sign	1200.00	1200.00	1200.00
		Total	3032.00	2632.40