



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Business

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Grant Opportunity Guidelines

Environment Restoration Fund: 2019 grant opportunity

Opening date:	24 October 2019 (1 September 2021 opening date for additional grants)
Closing date and time:	17.00 AEDT on 30 September 2021 (closing date for additional grants)
Commonwealth policy entity:	Department of Agriculture, Water and the Environment
Administering entity	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	30 September 2019 (updated 23 August 2021 to allow for additional grants) (updated 24 September 2021 to extend the project end date)
Type of grant opportunity:	Closed non-competitive

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1. Environment Restoration Fund - 2019 grant opportunity processes

The Environment Restoration Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the Sustainable Management of Natural Resources and the Environment Program 1.1, which contributes to the Department of the Environment and Energy's Outcome 1. The department works with stakeholders to plan and design the grant program according to the Commonwealth Grants Rules and Guidelines 2017.



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Environment Restoration Fund

We evaluate the specific grant activity and the Environment Restoration Fund as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

The Environment Restoration Fund (the program) will run over four years from 2019-20 to 2022-23. The Australian Government announced the program in the 2019-20 Budget.

The program forms part of the Government's 2019 environment policy, *Our Plan for a Cleaner Environment*, and builds upon the Government's \$1 billion investment, over six years from 2017 to 2022-23, under the National Landcare Program. The program complements other Australian Government environment programs, including the [Communities Environment Program](#), which focuses on 'small-scale grants' for community projects as well as existing investments delivered through the [National Landcare Program](#), such as Regional Land Partnerships.

The program will help the Australian Government meet its national and international obligations, including under the *Convention on Biological Diversity* and the *Environment Protection and Biodiversity Conservation Act 1999* (the EPBC Act).

The objective of the program is to support on-ground environmental restoration and protection projects across the following three priority areas:

- protecting threatened and migratory species and their habitat
- protecting Australia's coasts, oceans and waterways
- clean-up, recovery and recycling of waste.

The intended outcomes of the program are to:

- protect, enhance, rehabilitate and/or restore threatened and migratory species and their habitats
- reduce threats to listed threatened species, ecological communities and migratory species
- protect Australia's coasts, oceans and waterways
- reduce threats and risks to the environment, including from the impact of litter/waste, erosion and run-off to waterways
- promote and encourage ecologically sustainable practices
- increase recycling and reduce waste.

There may be other grant opportunities as part of this program and we will publish the opening and closing dates and any other relevant information on business.gov.au and GrantConnect.

We administer the program according to the *Commonwealth Grants Rules and Guidelines 2017* (CGRGs)¹.

2.1. About the Environment Restoration Fund: 2019 grant opportunity

These guidelines contain information for the Environment Restoration Fund: 2019 grant opportunity.

This grant opportunity will be delivered through a closed, non-competitive process open only to applicants identified during the 2019 election, and additional projects subsequently identified by the Government in 2021 and described at Appendix A. The projects identified target one of the three priority areas outlined in section 2 above.

¹ <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of the Agriculture, Water and the Environment.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

We have defined key terms used in these guidelines in the glossary.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

The Australian Government has announced a total of \$100 million over four years for the program. For the initial 2019 grant opportunity, \$23.256 million was made available over four years. On 11 March 2021, the Minister approved an additional \$4.395 million in funding.

3.1. Grants available

During the 2019 election campaign, the Australian Government identified projects across the three priority areas.

The identified projects and maximum grant amount for each project under the Environment Restoration Fund is provided at Appendix A.

The grant amount will be 100 per cent of eligible project costs (grant percentage).

If you are able to deliver your project for less than the amount indicated at Appendix A then the grant amount will be reduced.

If you are unable to complete your project with the funding amount indicated in Appendix A, and are not able to co-contribute the additional funds needed, you may still apply for the project activities that you are able to complete with the nominated funding amount.

We cannot fund your project if it receives funding from another government grant. You can apply for a grant for your project under more than one government program, but if your application is successful, you must choose either the Environment Restoration Fund grant or the other government grant.

3.2. Project period

You must complete your project by 30 June 2023, or as identified at Appendix A, whichever is sooner.

You should factor in time for obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible your organisation must:

- be identified in Appendix A of these guidelines
- be invited to apply for a grant
- have an Australian Business Number (ABN).

4.2. Additional eligibility requirements

We can only accept applications:

- where you can provide evidence from your board (or chief executive officer, general manager or equivalent if there is no board) that the project is supported, and that you can complete the project and meet the costs of the project not covered by grant funding.

We cannot waive the eligibility criteria under any circumstances.

4.3. What qualifications or skills are required?

If you are successful, all personnel working on the project who are likely to come in contact with children and/or vulnerable people must maintain the following registration/checks/qualifications:

- Working with Children Check
- Working with Vulnerable People
- Rivercare qualifications where required.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be consistent with the relevant project description provided in Appendix A
- be aligned to one or more of the intended program objectives
- include activities and expenditure consistent with the project description
- support on-ground environmental restoration and protection across one of the three priority areas outlined in section 2. If your project aligns with the priority 'Clean-up, recovery and recycling of waste', eligible activities can include:
 - activities that reduce the impact of waste and litter, such as litter clean-up events (including marine and coastal debris collection), and litter management technologies
 - activities that encourage re-use and recycling, such as development of educational campaigns, technological applications and establishing online marketplaces.

If you cannot complete the project for the nominated grant amount, you can apply to change the relevant project scope outlined in Appendix A, providing that the revised scope meets the program objectives and is within the agreed funding.

You must have, or be able to obtain during the project, all relevant and required permissions, approvals, licences, and/or permits required to undertake the project within the project period. For example, the support of the relevant site owner(s) where works are proposed, approvals for any structures to be erected, and permits related to undertaking burns or threatened species related interventions.

Participation of Indigenous people in the program and activities is encouraged, including the sharing of their ecological knowledge to support achievement of the project and program outcomes.

Any projects or project activities completed before you are notified that your application has been successful are not eligible.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- salaries for staff and direct salary and on-costs for personnel directly employed for the project activities (on a pro-rata basis relative to their time commitment)
- contractor costs or expert advice directly related to the project
- research costs to help support the project outcomes
- communication, educational materials and promotional costs directly related to the project including event advertising materials, workshop materials, fact sheets, web materials, interpretive or other project related signage
- costs you incur to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- materials and equipment hire and or purchases directly related to the project such as tubestock, hardware, fencing materials, seed and chemicals
- removal of legislated weed species (including Weeds of National Significance)
- removal of riparian vegetation only where appropriately qualified rivercare advice has been obtained
- project related mapping, surveying, research and monitoring activities
- insurance for fire management techniques
- the cost of an independent audit of project expenditure (where we request one) up to a maximum of 1 per cent of total eligible project expenditure.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager in the Department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. Ineligible expenditure

Ineligible expenditure items are:

- routine operation, business as usual or running costs including accommodation, office facilities, printing and stationery, postage, legal and accounting fees and bank charges
- activities that are not consistent with achieving the project description stated in Appendix A
- activities already funded through another Australian, state or territory, or local government program
- financial costs, including interest
- any costs associated with the development of an application, including labour costs as outlined in 5.2 (for example, preparation of applications)
- fees paid to the Commonwealth, state, territory and local governments associated with obtaining planning, environmental or other regulatory approvals
- costs of purchasing, leasing, depreciation of, or development of land
- catering expenses, except for provision of light refreshments/drinks that support safe community participation at community events (e.g. to maintain hydration)
- costs to improve recycling facilities including costs related to the purchase or use of new recycling technologies in recycling facilities
- planting of species that are known to be, or have the potential to become, an agricultural or environmental weed, this may include some native Australian species when planted out of region – please refer to your State or Territory Government for further information about weeds in your area
- revegetation activities using species which are not endemic to the area
- removal of vegetation, including native grasslands, with the exception of legislated weed species (including Weeds of National Significance) and where burnt/removed in the course of the essential activities of a dedicated fire management project
- removal of riparian vegetation, unless appropriately qualified rivercare advice has been obtained.

Further information can be found at the following sites:

- [Weeds of National Significance](#)
- [State or Territory Government information about weed management.](#)

This list is not exhaustive and applies only to the expenditure of the grant funds. Expenditure may also be ineligible where we decide that it does not directly support the achievement of the planned outcomes for the project or is contrary to the objective of the program.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each assessment criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only award funding to applications that score at least 50% against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Project alignment with program objectives (50 points)

You should demonstrate this by describing:

- a. the extent that your project will support on-ground environmental restoration and protection projects across one or more of the three priority areas: protecting threatened and migratory species and their habitat; protecting Australia's coasts, oceans and waterways; and clean-up, recovery and recycling of waste.

6.2. Assessment criterion 2

Your capacity, capability and resources to deliver the project (30 points)

You should demonstrate this by describing:

- a. your track record in managing similar projects and your access to personnel with the right skills and experience including management and technical staff
- b. your plan to manage the project including scope, implementation methodology, timeframes, budget and project delivery risks
- c. your access, or future access, to any required land, infrastructure, capital equipment, technology, and regulatory or other approvals
- d. your capacity to manage the project sites where on-ground activity has occurred, after the life of this grant.

6.3. Assessment criterion 3

The impact of grant funding on your project (20 points)

You should demonstrate this by describing:

- a. the likelihood that the project would proceed without the grant and explain how the grant will benefit the size and timing of your project
- b. your justification for the funding amount requested with respect to the scale of the project and intended outcomes.

7. How to apply

Before applying, you should read and understand these guidelines and the sample [grant agreement](#) published on business.gov.au and GrantConnect.

To apply, you must:

- be listed as an eligible organisation and have a project that is consistent with Appendix A
- complete the online [program application form](#) on business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will be asked to provide mapping of the spatial location of your project site(s) in a tool provided by the Department of Agriculture, Water and the Environment.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

Provide the following documents with your application:

- evidence of support from the board, CEO, general manager or equivalent

You must attach supporting documentation to the application form in-line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	4 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	You may elect to commence your project from the date you are notified your application has been successful
End date of grant commitment	The end date specified in your grant agreement.

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

We will assess any changes you have proposed to project activities, outlined in Appendix A, against the program objectives and in terms of value for money.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of funding.

If you enter an agreement under the Environment Restoration Fund, you cannot receive other grants for this project from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement for all projects.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.3. Specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to workplace health and safety
- State/Territory legislation in relation to working with children
- State/Territory legislation in relation to working with vulnerable people
- State/Territory legislation in relation to weed management
- State/Territory legislation in relation to biosecurity
- State/Territory legislation in relation to activities around waterways
- State/Territory legislation in relation to animal welfare and ethics
- State/Territory legislation in relation to working with Aboriginal relics
- State/Territory legislation in relation to agricultural and veterinary chemicals use
- State/Territory laws in relation to forest practices
- State/Territory laws in relation to threatened species management
- State/Territory laws in relation to building codes
- Commonwealth/State/Territory legislation dealing with native vegetation and environment protection.

10.3.1. Child Safety Requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the National Principles for Child Safe Organisations endorsed by the Commonwealth and available at: <https://www.humanrights.gov.au/national-principles-child-safe-organisations>.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment upon execution of the grant agreement. We will make subsequent payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities².

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines 2017* unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name

² See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for The Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones (activities, outputs and short term outcomes)
- project expenditure, including expenditure of grant funds

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure where requested
- before and after colour photographic evidence of the project site for projects where on-ground activity has occurred
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities)

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date
- be in the format provided in the grant agreement
- provide any significant publications developed

- provide geospatial data on the location of the project site(s)
- colour photographic evidence of the project site(s) before and after completion of project activities including (where relevant) at least two, good quality, representative photos (from different perspectives) taken before, and two after, activities are undertaken.

12.2.3. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report, completed by a certificated accountant or similar. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

12.4. Compliance visits

We may visit you during the project period to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project duration up to 30 June 2023
- changing project activities

Note the program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the Environment Restoration Fund to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

All projects funded in full or part by the Australian Government must acknowledge the Australian Government's investment in all promotional activities, including but not limited to;

- events and announcements: national, state and local (at all project stages/phases)
- public relations activities including workshops, forums and conferences
- display materials such as banners, posters and on-ground project signs
- publications such as reports, books, and case studies
- information kits and fact sheets
- social media posts, either through direct acknowledgement or the use of hashtags where space allows.

To acknowledge the grant funding, use the following funding acknowledgement statement:

'This project received grant funding from the Australian Government.'

All Environment Restoration Fund promotional materials, publications and websites should also include the Australian Government's logo. The logo's colour, shape, form, font, or design must not be modified in any way. It should never be placed over an image or heavily textured background or as a tint of a colour.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)³ of the [Public Service Act 1999 \(Cth\)](#)⁴. Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the department's [website](#)⁵.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1
- personal information as per 13.2.3

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed

³ https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030

⁴ <https://www.legislation.gov.au/Details/C2017C00270>

⁵ <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

In the first instance, if you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Finance Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

If you are dissatisfied with our response, you can also contact the [Commonwealth Ombudsman](#)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

⁷ www.ombudsman.gov.au

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect www.grants.gov.au/	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	A Minister in the Environment portfolio.

Term	Definition
On-ground	<p>On-ground refers to Project activities that monitor, survey, rehabilitate, enhance and/or restore, or directly make a change to, the state of the natural biophysical environment, including but not limited to:</p> <ul style="list-style-type: none"> • revegetation • weed control • fencing • feral animal control <p>Educational activities where participant learning / training is undertaken as part of an on-ground activity, such as learning about tree planting while undertaking tree planting, or improvement to recycling and waste reduction is considered on-ground.</p> <p>Educational activities that involve participants visiting sites to learn how to appropriately address an environmental issue and where subsequent practice change forms part of the project may be considered on-ground.</p> <p>All costs associated with planning, advertising and undertaking an on-ground activity may be considered an on-ground cost.</p>
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Start date	The date the grant agreement has been signed by both the grant recipient and the Commonwealth.

Appendix A. Eligible Projects

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Australian Council of Recycling	QLD	Reducing contamination through support for 'Project Yellowsail'	This project will implement a campaign to reduce contamination and improve people's choices in kerbside recycling. Project Yellow sail will "change the conversation about recycling" via the photographic and geolocation capacity of the Recycle Mate app and the consistent but localised information that sits behind it.	30/06/2022	\$2,000,000
Australian Packaging Covenant Organisation	NSW	Increasing recycling rates for packaging waste through consumer education	This project will contribute to a consistent national approach to consumer education on reducing, reusing and recycling packaging included a nation consumer campaign to educate consumers on the purpose/benefits of packaging, how to consume responsibly and sustainably.	30/06/2022	\$1,100,000
Australia Zoo Wildlife Hospital	QLD	Protecting Koalas of south-east QLD and northern NSW	These projects will continue to aid wildlife hospitals to care for and rehabilitate injured native animals.	31/03/2023	\$1,000,000
Bass Coast Shire Council	VIC	Bass Coast coastal erosion	This project will address coastal erosion on the Cowes Main Beach, Cowes East Beach and Inverlock to protect Hooded Plover habitat.	30/06/2021	\$1,500,000
Bayside City Council	VIC	Bayside Coastal Restoration Projects	This project will care for the health of the Black Rock Foreshore and the Sandringham Beach and gardens, to keep Port Phillip healthy.	30/01/2021	\$100,000

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Central Coast Council	NSW	Support Clean4Shore to continue clean-up activities on the NSW Central Coast	This project will provide funding to ensure Clean4Shore can continue to remove litter from waterways, including foreshores, mangroves and estuaries.	30/06/2021	\$300,000
Central Coast Council	NSW	Improving the health of Gosford Coastal Lagoons	This project will undertake management actions to improve the water quality of Gosford lagoons including additional breeding habitat for Green and Golden Bell Frogs adjacent to Avoca Lagoon.	31/03/2023	\$300,000
Central Coast Council	NSW	Tuggerah Lakes	The project will undertake the restoration of bushland, saltmarshes, stream-banks and foreshores across the Tuggerah Lakes estuary.	31/03/2023	\$4,700,000
Clean Up Australia	NSW	Mobilising the community to reduce and clean up litter	This project will provide additional funding to mobilise and support community and volunteer action to remove litter from beaches and waterways to reduce the flow of litter into the ocean.	30/06/2022	\$300,000
Conservation Volunteers Australia	Various	Community beach, river clean-ups and monitoring	This project will expand the current program on the Great Barrier Reef to other parts of Australia. The project will support the clean-up of marine debris and monitoring activities in coastal regions, rivers and creeks across the country.	31/03/2023	\$5,000,000
Conservation Volunteers Australia	SA	Western Pygmy Possum on the Fleurieu	This project will contribute to the repopulation of Western Pygmy Possum including nesting boxes and native revegetation on the Fleurieu Peninsula in South Australia.	30/06/2021	\$20,000

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Cumberland Land Conservancy	NSW	Cumberland Conservation Corridor	This project will ensure that local habitat areas are preserved including nationally listed threatened ecological communities through planting of native species and weed management.	30/06/2022	\$400,000
Currumbin Wildlife Hospital	QLD	Protecting Koalas of south-east QLD and northern NSW	These projects will continue to aid wildlife hospitals to care for and rehabilitate injured native animals.	31/03/2023	\$1,000,000
Georges Riverkeeper Committee	NSW	Improving the health of the Georges River	This project will undertake activities to restore the Georges River catchment in southern Sydney, including installation of litter traps, stormwater and flood management, and restoration and rehabilitation of the catchment.	31/03/2023	\$700,000
Hawkesbury River County Council	NSW	Keeping the Hawkesbury and Nepean Rivers healthy	This project will improve the health and water quality of the Hawkesbury and Nepean rivers through riparian revegetation and weed management activities, including the upgrade of weed management infrastructure and replace and upgrade weed booms.	30/06/2021	\$111,000
Keep Australia Beautiful	Various	Supporting student environmental education to reduce and clean up litter	This project will continue to support student environmental education with the Eco-Schools accreditation program, which ensures students experience hands-on participation in their school community in the areas of litter, waste and recycling. The program empowers students to be the leaders of change in their school and surrounding community resulting in reduction of litter at source and ultimately its presence in the land and marine environment.	30/06/2022	\$300,000

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd	VIC	Supporting the Western Port Biosphere Reserve	This project will provide support for the Western Port Biosphere to continue its on-ground work, increase collaboration and to build community awareness. Funding will contribute to improving Southern Brown Bandicoot habitat, Western Port Ramsar Wetland and water quality.	30/06/2022	\$300,000
Muru Mittigar Ltd	NSW	Keeping the Hawkesbury and Nepean Rivers healthy	This project will improve the health and water quality of the Hawkesbury and Nepean rivers by undertaking an extensive revegetation program, over three years, utilising the Muru Mittigar Aboriginal rangers.	30/06/2022	\$250,000
OzHarvest	Various	Support the delivery of a Fight Food Waste campaign	This project will support the Fight Food Waste campaign through the development, implementation and execution of a large scale national program.	30/06/2021	\$500,000
Penrith City Council	NSW	Keeping the Hawkesbury and Nepean Rivers healthy	This project will improve the health and water quality of the Hawkesbury and Nepean rivers through the removal of exotic weeds on the western bank of the Nepean River.	30/06/2022	\$150,000
Planet Ark	Various	A Circular Economy Hub to drive innovation and establish an online marketplace	This project will help drive innovation to a circular economy in Australia, including a tool to match buyers and sellers of waste resources.	30/06/2022	\$1,600,000
RSPCA Queensland	QLD	Protecting Koalas of south-east QLD and northern NSW	These projects will continue to aid wildlife hospitals to care for and rehabilitate injured native animals.	31/03/2023	\$1,000,000

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Trees for Life	SA	Trees for Life	This project will assist to rehabilitate local waterways, at Lions Park (Currency Creek); Meadows Creek Reserve (Dingabledinga)	30/06/2021	\$85,000
Willunga Environment Centre	SA	Willunga Environment Centre	This project will purchase plants, removal pest plants species, develop visitor information materials and cultural engagement workshops at the Aldinga Washpool wetlands.	30/06/2021	\$40,000
Yarra Riverkeeper Association	VIC	Improving the health of the Yarra River	This project will improve riverbank habitat by working in conjunction with local community groups - weeding, revegetating and 'rewilding' core habitats in areas including Yarra Bend Park.	31/03/2023	\$500,000
TOTAL					\$23,256,000

Additional Eligible Projects

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Friends of Dudley Peninsula Parks and Wildlife	SA	Kangaroo Island weed control, revegetation and heritage conservation	This project on Kangaroo Island will undertake weed control, revegetation and maintenance of revegetation sites. There is also a focus on the heritage conservation at Cape Willoughby Conservation Park. Various works will be carried out on public land on all conservation parks on Dudley Peninsula.	30/06/2023	\$20,000

Organisation	State	Title	Description	Completion date	Grant amount (GST excl)
Goolwa to Wellington Local Action Planning Association Incorporated	SA	Fleurieu Peninsula weed control, revegetation and maintenance of revegetation sites	This project will undertake follow-up of targeted weed control activities to protect, buffer and extend remnant native vegetation. Activities will also address key threats to nationally threatened ecological communities and plant and animal species on the Fleurieu Peninsula.	30/06/2023	\$245,000
Hindmarsh Island Landcare Group	SA	Lawari Conservation Park revegetation and weed control	This project will undertake revegetation of the newly gazetted Lawari Conservation Park (Hindmarsh Island).	30/06/2023	\$160,000
Sturt Upper Reaches Landcare Group Incorporated	SA	Bandicoot Super Highway Project	This project will assist in the protection and connection of Endangered Southern Brown Bandicoot populations. This project will support the initial design and piloting of a range of science-based approaches to supporting Bandicoot recovery and conservation on private and public lands in the Mount Lofty region.	30/06/2023	\$250,000
Desert Support Services Pty Ltd and Indigenous Desert Alliance Limited	WA, NT, SA, Qld	Right Way Desert Fire Project	Many arid zone species, including the Greater Bilby, Night Parrot and Central Rock Rat that are targeted under the Threatened Species Strategy, are significantly impacted by inappropriate fire regimes. Previously, fire size and intensity in the desert was controlled through the careful and consistent application of fire by indigenous people. However, this landscape level of fire management has been lost over time. This project aims to build capacity and better coordinate the application of landscape scale right way fire strategies across the desert county. Project activities would be primarily delivered by Indigenous land management organisations.	30/06/2023	\$3,000,000
TOTAL					\$3,675,000