



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Grant Opportunity Guidelines

Urban Rivers and Catchments Program 2023

Opening date:	27 November 2023
Closing date and time:	5:00pm Australian Eastern Daylight Time on 13 February 2024 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	15 November 2023
Type of grant opportunity:	Open competitive

Contents

1. Urban Rivers and Catchments Program 2023 processes.....	4
1.1. Introduction	5
2. About the grant program.....	5
2.1. About the Urban Rivers and Catchments Program 2023 grant opportunity	5
3. Grant amount and grant period	6
3.1. Grants available	6
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible to apply for a grant?.....	7
4.2. Additional eligibility requirements	8
4.3. Who is not eligible to apply for a grant?.....	8
4.4. What qualifications, skills or checks are required?	9
5. What the grant money can be used for	9
5.1. Eligible grant activities	9
5.2. Eligible locations	10
5.2.1. Ineligible locations.....	10
5.3. Eligible expenditure.....	10
6. The assessment criteria.....	11
6.1. Assessment criterion 1.....	11
6.2. Assessment criterion 2.....	12
6.3. Assessment criterion 3.....	12
7. How to apply.....	13
7.1. Attachments to the application.....	13
7.2. Joint (consortia) applications	14
7.3. Timing of grant opportunity processes.....	14
7.4. Questions during the application process.....	15
8. The grant selection process	15
8.1. Assessment of grant applications	15
8.2. Who will assess applications?	15
8.3. Who will approve grants?	16
9. Notification of application outcomes.....	16
9.1. Feedback on your application	16
10. Successful grant applications	16
10.1. The grant agreement	16
10.2. Specific legislation, policies and industry standards.....	17
10.2.1. Building and construction requirements.....	17
10.2.2. WHS Scheme.....	18
10.3. How we pay the grant	18

10.4.	Grant Payments and GST	18
11.	Announcement of grants	18
12.	How we monitor your grant activity	19
12.1.	Keeping us informed	19
12.2.	Reporting	19
	12.2.1. Progress reports.....	20
	12.2.2. Ad-hoc reports.....	20
	12.2.3. End of project report	20
12.3.	Audited financial acquittal report.....	20
12.4.	Grant agreement variations	20
12.5.	Compliance visits	21
12.6.	Record keeping.....	21
12.7.	Evaluation	21
12.8.	Acknowledgement.....	21
13.	Probity 21	
13.1.	Enquiries and feedback	22
13.2.	Conflicts of interest	22
13.3.	Privacy	23
13.4.	Confidential information	23
13.5.	Freedom of information.....	24
14.	Glossary 25	
Appendix A.	Eligible expenditure.....	30
A.1	How we verify eligible expenditure	30
A.2	Labour expenditure	30
A.3	Labour on-costs and administrative overhead.....	31
A.4	Contract expenditure.....	31
A.5	Other eligible expenditure.....	32
Appendix B.	Ineligible expenditure.....	33

1. Urban Rivers and Catchments Program 2023 processes

The Urban Rivers and Catchments Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Climate Change, Energy, the Environment and Water (DCCEEW)'s Outcome 2: Conserve, protect and sustainably manage our natural resources including through a nature positive approach; protect and conserve our natural and cultural heritage; reduce and regulate the use of pollutants and hazardous substances; and take a leadership role on these issues internationally. DCCEEW works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#).



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 assess the applications against eligibility criteria and notify you if you are not eligible. The Committee assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



The Committee make grant recommendations

The committee 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 will be proportional to the risks involved.



Delivery of grant

You complete 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 Urban Rivers and Catchments Program 2023

DCCEEW will evaluate the specific grant activity and Urban Rivers and Catchments Program 2023 as a whole. We base this on information you provide to us and that we collect from various sources.

1.1. Introduction

These guidelines contain information for the Urban Rivers and Catchments Program 2023.

This document sets out:

- the purpose of the grant program/grant opportunity
- 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.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR) on behalf of the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

We have defined key terms used in these guidelines in the glossary at section 14.

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

2. About the grant program

The Urban Rivers and Catchments Program (the program) delivers on the Australian Government's election commitment to restore the health of urban, outer urban/peri-urban and regional centre waterways for native plants and animals, and local communities. The program, part of the government's Nature Positive agenda, will help to ensure that Australia continues to meet its international obligations under the Convention on Biological Diversity and other relevant environmental treaties.

The objective of the program is to improve the ecological health of waterways in urban, outer urban/peri-urban and regional centres.

The intended outcomes of the program are:

- restored and/or improved riparian areas, stream banks or aquatic habitats, to benefit native species including threatened species, or aquatic areas of significance
- improved water quality, water in the landscape, and waterway connectivity to benefit native aquatic species including threatened aquatic species, or aquatic areas of significance
- improved urban green and blue space, including improved community access to nature, improved water quality to benefit public health, and increased shading to help reduce urban heat-related impacts due to climate change.

We administer the Program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1. About the Urban Rivers and Catchments Program 2023 grant opportunity

The grant opportunity was announced as part of the Urban Rivers and Catchments Program and will fund projects via two funding streams:

- **Stream 1: Small to Medium-Specific**

Grants for projects with a grant value from \$150,000 up to \$2,000,000 across one or more defined project sites. This stream will focus primarily on small to medium sized community-based projects (for example: local waterway habitat, habitat connectivity, and water quality

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

improvement etc.). Up to 100 per cent of eligible expenditure will be funded for successful applicants.

- **Stream 2: Large-Specific**

Grants for projects with a grant value from \$2,000,000 up to \$10,000,000 and a total project value of at least \$4,000,000 across one or more defined project sites. This stream will focus primarily on large scale projects (for example: re-naturalising concrete channels to create living streams, stormwater filtration through artificial wetlands to improve water quality etc.). Up to 50 per cent of eligible expenditure will be funded for successful applicants.

The objectives of **both streams** are to:

- conserve native plants and animals including [EPBC-listed](#) threatened plants and animals in urban, outer urban/peri-urban and regional centres
- improve the ecological health of [Threatened Ecological Communities](#) and wetlands of international significance i.e. [Ramsar sites](#), in urban, outer urban/peri-urban and regional centres.

The intended outcomes of **both streams** are:

- restored and/or improved riparian areas, stream banks or aquatic habitats, to benefit native species including threatened species, or aquatic areas of significance
- improved water quality, water in the landscape, and waterway connectivity to benefit native aquatic species including threatened aquatic species, or aquatic areas of significance
- improved urban green and blue space, including improved community access to nature, improved water quality to benefit public health, and increased shading to help reduce urban heat-related impacts due to climate change.

3. Grant amount and grant period

3.1. Grants available

For this grant opportunity up to \$109 million is available from 2024-25 to 2027-28.

For **Stream 1** up to \$51 million is available.

- The minimum grant amount is \$150,000.
- The maximum grant amount is \$2,000,000.

The grant amount will be up to 100 per cent of eligible expenditure.

You are responsible for the remaining eligible and ineligible project costs.

Contributions to your project are encouraged. Contributions to your project may be cash or in-kind contributions, including volunteer contributions. Where you provide in-kind contributions including labour, goods or services, you must calculate the dollar value. In-kind labour/volunteer hours should be estimated at \$39/hour and professional advice should be estimated at \$70/hour. Provision of goods is to be calculated at the retail or market price that the goods would have been bought for.

For **Stream 2** up to \$58 million is available.

- The minimum grant amount is \$2,000,000
- The maximum grant amount is \$10,000,000.

You are required to contribute towards the project grant activities. The grant amount will be up to 50 per cent of eligible project expenditure.

You are responsible for the remaining eligible and ineligible project costs.

Contributions to your project must be committed cash. In-kind contributions including volunteer contributions are also encouraged (using the same calculations as for Stream 1) but must be in addition to the required matching cash contribution.

For **both Stream 1 and Stream 2**, other funding can come from any source except Commonwealth grants, including state, territory, local government grants and philanthropic or charitable donations.

We cannot fund your project if it receives funding from another Commonwealth government grant, or if the project's viability is dependent on another grant or funding source that is unconfirmed at the time of submitting your application. You can apply for a grant for your project under more than one Commonwealth program, but if your application is successful, you must choose either the Urban Rivers and Catchments Program 2023 grant or another Commonwealth grant.

3.2. Project period

You must complete your project by 28 February 2028.

The maximum project length is 44 months.

4. Eligibility criteria

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

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be located in Australia
- be a not-for-profit organisation

and be one of the following entities:

For both **Stream 1** and **Stream 2**

- a not-for-profit company incorporated in Australia
- a not-for-profit company limited by guarantee
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- a Regional Delivery Partner organisation, except where they are an Australian state/territory government agency, statutory authority or Government owned corporation that derives revenue from waterway management levies, including developer, drainage, stormwater or waterway levies
- an incorporated association
- a co-operative
- a registered charity or an incorporated not-for-profit organisation
- a publicly funded research organisation (PFRO) as defined in section 14
- an Australian local government agency or body as defined in section 14
- an Australian state/territory government agency, statutory authority or Government owned corporation that does not derive revenue from waterway management levies, including developer, drainage, stormwater or waterway levies.

For **Stream 2** only, you may also be:

- an Australian state/territory government, including any department

- an Australian state/territory government agency, statutory authority or Government owned corporation that derives revenue from waterway management levies, including developer, drainage, stormwater or waterway levies.

Joint applications are acceptable, provided you have a lead organisation who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 7.2.

4.2. Additional eligibility requirements

We can only accept applications where you:

- declare you are authorised to act on behalf of the organisation(s) you are applying for
- declare you have identified and defined all project sites and activities to be funded by the grant
- declare you are not undertaking project activities in locations of proposed or approved development sites or offset sites, including offset sites under the [EPBC Act](#) or other relevant state environment protection laws
- declare you can meet your share of the project costs including all eligible and ineligible expenditure not covered by the grant funding
- declare you have access, or will have future access, to any required land, infrastructure, capital equipment, technology, and regulatory or other approvals
- declare you will have all required permit approvals in place prior to the commencement of the on-ground works
- direct at least 75% of the grant funding to eligible on-ground project activities for **Stream 1**
- direct at least 85% of the grant funding to eligible on-ground activities for **Stream 2**.

We cannot waive the eligibility criteria under any circumstances.

If applicable, you will also need to provide:

- a current letter of support for your project prior to the commencement of on-ground works from the site or landowner if you are not the site or landowner
- a letter of support or evidence of the steps taken to obtain support for your project prior to commencement of on-ground works from relevant Traditional Owners or First Nations organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required.

A letter of support template is available on [business.gov.au](#) and [GrantConnect](#). If you do not use this template, you must include equivalent information and the confirmation of support in your own document.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- an individual
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*
- a for-profit organisation
- any organisation not included in section 4.1
- a partnership.

For **Stream 1** only:

- any Australian state or territory government, including any department
- any Australian state/territory government agency, statutory authority or government owned corporation that derives revenue from waterway management levies, including developer and, drainage, stormwater or waterway levies
- any Regional Delivery Partner organisation that is an Australian state/territory government agency, statutory authority or government owned corporation that derives revenue from waterway management levies, including developer, drainage, stormwater or waterway levies.

4.4. What qualifications, skills or checks are required?

If you are successful, relevant personnel working on the grant activity must maintain the following registration/checks:

- Working with Children check
- Working with Vulnerable People registration
- Australian Skills Quality Authority accreditation (e.g. for civil works).

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at addressing the program objectives and outcomes outlined in Section 2
- have at least \$150,000 in eligible expenditure for **Stream 1**
- have at least \$4,000,000 in eligible expenditure with a matching cash contribution to the project for **Stream 2**
- be aimed at benefitting the ecological health of a waterway in an urban, peri-urban/outer urban or regional centre in Australia
- be in an eligible location outlined in Section 5.2
- be aimed at providing benefits and outcomes for native plants and animals endemic to the project site, or provide benefits and outcomes for an EPBC-listed threatened species, an EPBC-listed Threatened Ecological Community, or the ecological character of a wetland of international significance, namely a Ramsar site
- direct at least 75% of the grant funding to eligible on-ground project activities for **Stream 1**
- direct at least 85% of the grant funding to eligible on-ground activities for **Stream 2**.

Eligible activities must directly relate to the project and may include but are not limited to:

- regeneration of native vegetation on waterways, including weed removal, vegetation protection, and replanting, where this will support the re-establishment of native vegetation including canopy trees and understorey species
- planting and revegetation of endemic native canopy trees and understorey species (using both tube stock and direct seeding methods) on waterways, including the replacement of non-native deciduous trees
- extending areas of native vegetation out from the edge of a waterway
- joining areas of native vegetation along a waterway
- establishing small 'living wetlands' including wetland depressions or chains of ponds, that mimic natural wetlands, and retain and filter stormwater to improve water quality

- installing wetlands, chain of ponds, swales/biofilters that recharge groundwater, filter and/or remove nutrient and sediment pollution in stormwater, including vegetation that increases nutrient uptake and/or traps sediment
- converting concrete drainage channels and stormwater drains into 'living streams', re-engineering highly altered channels to make them more varied, sinuous, and vegetated to introduce ponding, slowing water flows i.e. channel re-naturalisation
- installing flow-regulating structures, natural vegetation buffers, and armouring including rock fillet installations, to reduce erosion
- installations that divert and/or reduce stormwater flows to saltmarsh and mangrove habitats, to protect and/or restore natural salt balances in enclosed estuarine environments
- removal of barriers to native fish/animal movements and migrations, including the removal of decommissioned weirs or the installation of fish ladders or fish passageways
- installation of on-river, floating vegetation rafts, or anchored boxes/ledges of native vegetation where river banks are hard-lined/concrete, and highly modified
- in-stream and in-estuary habitat installation including woody debris
- strategic installation of Gross Pollutant Traps, interceptors, or booms to prevent plastic pollution from entering the estuarine and marine environment.

Applicants are encouraged to undertake consultation with, and/or partner with First Nations groups and organisations that have an interest in the project area.

We may also approve other activities, noting any additional activities must be in line with objectives and outcomes in Section 2.

5.2. Eligible locations

Your application must identify project activities and the location where these activities will occur. Your project can be in one or more sites.

Before starting an application, applicants should check the proposed project location is in an eligible boundary area using the map available on business.gov.au

Your project site must be:

- within the boundary of a [Significant Urban Area](#) as defined by the Australian Bureau of Statistics, or up to 500 metres immediately adjacent to the boundary
- within and/or immediately adjacent to/associated with a waterway including an estuary, river, creek, ephemeral waterway, billabong, wetland, chain of ponds or drainage channel.

5.2.1. Ineligible locations

Projects will be considered ineligible if they are:

- beyond 500 metres of the boundary of a [Significant Urban Area](#) as defined by the Australian Bureau of Statistics
- not clearly linked to a waterway in an urban, peri-urban/outer urban or regional centre in Australia
- located in the marine environment (noting estuaries and barrier wetlands are eligible locations)
- focused on the protection of coastal sand dunes, ocean shorelines, beaches, or bay shorelines.

5.3. Eligible expenditure

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

- For guidance on eligible expenditure, refer to appendix A.
- For guidance on ineligible expenditure, refer to appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a general manager within the department with responsibility for administering 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 must not commence your project until you execute a grant agreement with the Commonwealth.

6. The assessment criteria

You must address all assessment criteria in your application. The Committee will assess your application based on the weighting given to each 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 character limits for each response.

We will only consider funding applications that score at least 50 per cent against each assessment criterion.

6.1. Assessment criterion 1

Your project's contribution to meeting program objectives (40% weighting).

You should demonstrate this by describing:

- how your project will restore or improve waterway habitat, improve water quality, water in the landscape, or waterway connectivity, to benefit native plants and animals, or aquatic areas of significance. You should demonstrate outcomes for a [nationally listed threatened species or ecological community](#), or a wetland of international significance namely a [Ramsar site](#), or priority species and places identified in the [2022-2032 Threatened Species Action Plan](#)
- how your project will benefit the community and improve urban 'blue' and/or 'green' space
- the extent to which the project will contribute to the program outcomes, including the local and regional setting, the condition and stresses on the catchment, project site and waterway habitat, the significance of the project site to the endemic flora and/or fauna present (inc. threatened species), the recovery potential for the site, and the significance of actions to be undertaken
- how your project site and on-ground actions have been strategically prioritised e.g. through a formal assessment process, or alignment with strategic waterway planning.

You will be required to attach a site condition report with your application. A site condition report will provide contextual information on the location and physical characteristics of the project site and its significance.

6.2. Assessment criterion 2

The quality of your proposal, the project's impact, and the impact of the project grant funding (35% weighting).

You should demonstrate this by:

- a) describing how your project is best practice in restoring or improving waterway habitat, or improving water quality, water in the landscape, or waterway connectivity, to benefit native plants and animals, or aquatic areas of significance
- b) attaching your project budget, including any additional investment that your project will leverage, such as cash or in-kind co-contributions (including volunteer hours) that will enhance the achievement of intended outcomes. For projects located on public land, include information on any contribution from the public land manager
- c) your project design. You will be required to attach a plan including:
 - a. the project scope/description, project outcomes (i.e. the degree of change that will be achieved by the project), the implementation methodology, implementation time frames (milestones), and activity targets/outputs
 - b. the project monitoring, evaluation, reporting, and adaptive management processes
 - c. stakeholder and community engagement (including First Nations Australians)
 - d. project risk assessment and risk management (including work, health and safety, financial, land access, technical and environmental risks)
 - e. project governance, and management
 - f. contact details for the project manager
 - g. required permit, regulatory, or other approvals, and the timeframe to secure them.

6.3. Assessment criterion 3

Your organisation's capacity, capability and resources to deliver the project (25% weighting).

You should demonstrate this by describing:

- a) the experience and track record of the organisation in managing waterway projects of a similar scale and complexity
- b) your organisation's access to the resources required to successfully deliver the project including a description of the:
 - a. skills and experience of the personnel including anticipated management and technical staff
 - b. capital equipment, technology, and intellectual property
 - c. partnership arrangements, including how you will partner or engage with First Nations/Indigenous groups or businesses (e.g. Indigenous-owned nurseries) where appropriate.
- c) your capacity and commitment to maintain your project site and interventions beyond the date of project completion/life of the grant i.e. ongoing management of the project site. For projects

located on public land, the commitment of the responsible land manager to maintain the project site and interventions.

7. How to apply

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

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

You may submit more than one application for this grant opportunity however the project activities in each application must be significantly different from each other.

To apply, you must:

- complete and submit the application through the online [portal](#)
- 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 Climate Change, Energy, the Environment and Water. Applicants will need to provide a polygon of the project location using the mapping tool.

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](#). 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.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the decision maker. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You must provide the following documents with your application. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested:

- a site condition report (an example is available on business.gov.au). In this report you should identify aspects including the project site location, land tenure and ownership, landscape context e.g. connectivity to high quality remnants, condition of the riparian zone, waterbody habitat, significance to flora and/or fauna present (inc. threatened species), water and sediment quality, site use, community use, other related catchment works, and surface water ground water interaction
- a project plan (Up to 20 pages plus appendices). In this plan you should describe aspects including: the project scope/description, project outcomes (change that will be achieved), activity targets/outputs, schedule (milestones), monitoring, evaluation, reporting, and adaptive

management processes, stakeholder engagement (including First Nations Australians), governance arrangements, and risk management

- a project budget, including cash and/or in-kind contributions using the template available on business.gov.au
- a letter of support from each financial contributor, confirming the amount of financial support committed to the project and the date(s) contribution(s) will be made
- a title search outlining the relevant landowners of the proposed project site
- a letter of support from the landowner or site owner
- a letter of support from relevant Traditional Owners or First Nations organisations with landowning/management rights or responsibilities (if required)
- a URL of the project location utilising the mapping tool and a copy of the project location polygon as per the mapping tool
- trust deed (if applicable)
- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and GrantConnect), including confirmation that the applicant organisation is able to meet all costs (eligible and ineligible) not funded under the grant agreement.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project (including groups of organisations working on different project sites) In these circumstances, you must appoint a lead organisation for the project. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partner organisations. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the specific project site(s) the project partner will be responsible for, and the activities the project partner will deliver at the site(s)
- the roles/responsibilities the project partner will undertake, and the resources they will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

7.3. Timing of grant opportunity processes

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

If you are successful, we expect you will be able to commence your project within 3 months of execution.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10 weeks
Approval and announcement of successful applicants	6 weeks
Negotiations and award of grant agreements	6 weeks
Notification to unsuccessful applicants	4 weeks
Earliest start date of grant activity	July 2024
Project completion date	February 2028
End date of grant commitment	June 2028

7.4. Questions during the application process

If you have any questions during the application period, [contact us](#) at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, your application will be assessed 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
- how it compares to other applications in the funding stream you have applied for
- whether it provides value with relevant money.²

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

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified government priorities.

We will also consider:

- the physical and geographical characteristics of the proposed project site in the broader context of the Urban Rivers and Catchments Program.

If applications are scored the same, the Committee will consider value for money and alignment to the program objectives to recommend applications for funding.

8.2. Who will assess applications?

We will assess your application against the eligibility criteria.

² See glossary for an explanation of 'value with money'.

We refer your application to the Committee, an independent committee of experts. The committee may also seek additional advice from independent technical experts or advisors to inform the assessment process.

The Committee will assess your application against the assessment criteria and compare it to other eligible applications in the same stream as your application before recommending which projects to fund. The Committee, and any expert or advisor, will be required to perform their duties in accordance with the CGRGs.

8.3. Who will approve grants?

The Minister decides which grants to approve taking into account the recommendations/advice of the committee 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 are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

9.1. Feedback on your application

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

10. Successful grant applications

10.1. The 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 will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. You must not start any Urban Rivers and Catchments Program 2023 activities until a grant agreement is executed. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

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 grant funding.

If you enter an agreement under the Urban Rivers and Catchments Program, you cannot receive other grant for the same activities from other Commonwealth granting programs.

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

We will use a standard grant agreement.

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.

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions 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.

You will be required to comply with legislation and regulatory requirements relating to:

- State/territory legislation in relation to working with children and working with vulnerable people
- Workplace Gender Equality Act (2012) reporting requirements
- Work Health and Safety Act (2011) requirements and state/territory legislation relating to work, health and safety
- Waterways and catchment management
- Public land and reserves
- Biodiversity conservation and wildlife management including listed threatened species
- Biosecurity
- Native vegetation and environment protection
- Indigenous heritage and relics
- Waste disposal
- Requirements relating to state/territory regulated activities.

You will also be required to:

- hold relevant permits or be otherwise accredited with, or authorised by, the relevant state or territory government/s to undertake the proposed activities in those jurisdictions
- where applicable, comply with relevant codes of practice standards and guidelines
- you and other people engaged in the project must not trespass on property in the course of undertaking your grant activity nor endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property
- you must also comply with any government measures and requirements in relation to COVID-19 (Coronavirus).

Provision of grant funding does not constitute regulatory approval for funded activities. Successful grant applicants must obtain all necessary regulatory approvals before carrying out the funded activities and must comply with the conditions of those approvals at all times.

10.2.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))³

These regulations are subject to the level of funding you receive as outlined below.

10.2.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)⁴.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where:

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.3. 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 in-kind contributions you will make
- any financial contribution provided by you.

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

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Grant Payments and GST

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 entities⁵.

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

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of effect.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#), Section 5.3. We may also publish this information on business.gov.au. This information may include:

³ <https://www.fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder>

⁴ <https://www.fsc.gov.au/about-fsc>

⁵ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- 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
- 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 the requirements 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 and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

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

Unless advised otherwise, grantees will also:

- be required to report to DCCEEW using the Monitoring, Evaluation, Reporting and Improvement Tool (MERIT reporting tool) to help the Commonwealth evaluate environmental outcomes at a project and program level.
- be encouraged to provide input to the Threatened Species Index.

The Threatened Species Index (TSX) provides reliable and robust measures of change in the relative abundance of Australia's threatened and near-threatened species at national, state and regional levels. If you are involved in, or are planning, a monitoring program as part of your project that collects population-related measures for an Australian threatened species, your project data

may be able to contribute to growing the TSX. Although not required, where relevant, we encourage you to contribute to the TSX as part of the delivery of your project. This will assist the Australian Government to report on how our collective actions are helping to improve the trajectories of our native species. To find out more please visit the [TSX home page](#) or contact the TSX project team via email: tsx@tern.org.au.

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
- 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. Ad-hoc reports

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.

12.2.3. 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.

12.3. Audited financial acquittal report

We may ask you to provide an independent audit report. 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 available on business.gov.au and GrantConnect.

12.4. 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 four-year period
- changing project activities.

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 milestone due date. You can submit a variation request via our online portal.

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.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with 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.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

DCCEEW will evaluate the grant opportunity 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.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government’s Urban Rivers and Catchments Program.’

You must include the Australian Government logo in all promotional materials, publications and websites. Do not modify the logo’s colour, shape, form, font or design in any way. Do not place it over an image or heavily textured background or as a tint of a colour. You cannot use the logo to give the impression that the Australian Government has published a product or endorsed another organisation.

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

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.

These guidelines may be changed from time-to-time by DISR. When this happens, the revised guidelines will be published on GrantConnect.

13.1. 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.

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

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

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

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

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the Urban Rivers and Catchments 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 or member of an external panel
- 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 or
- 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\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁶ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

⁶ <https://www.industry.gov.au/publications/conflict-interest-policy>

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or
- personal information as per below.

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.

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, the committee, 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](#)⁷ 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.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

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

⁷ <https://www.industry.gov.au/data-and-publications/privacy-policy>

- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the Committee and 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, or
- someone other than us has made the confidential information public.

13.5. 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.

14. Glossary

Term	Definition
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
application form	The document issued by the program delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
blue space	A waterbody located in an urban or peri-urban setting e.g. a creek, river, lake, pond, wetland, billabong etc.
<u>Commonwealth Grants Rules and Guidelines (CGRGs)</u>	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
completion date	The expected date that the grant activity must be completed and the grant spent by.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The Minister for the Environment and Water.
Committee	The body established by the Minister to consider and assess eligible applications and make recommendations to the decision maker for funding under the program.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for services or grant funding under the program that the program delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
eligible expenditure guidance	The guidance that is provided at Appendix A.
endemic	A native species which occurs in the project area in a certain place.

Term	Definition
grant	<p>For the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money⁸ or other Consolidated Revenue Fund (CRF) money⁹ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve this objective.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
GrantConnect	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 individual/organisation which has been selected to receive a grant
green space	Parks, woodlands, nature conservation areas, golf courses, gardens, nature strips, and grassed sports fields which occur in urban and peri-urban settings. For the purposes of the Program, green space should be directly associated with waterways.
in-kind contribution/s	In-kind contribution refers to goods, services and labour provided to deliver your project that have a monetary value, but do not involve a payment. This could include the cost of employees, volunteers or service delivery after project completion. It could also include monetary funds sourced from other means than the grant (e.g. donations) that will be used to deliver additional project activities. This could also involve the use of assets (e.g. vessels, equipment).

⁸ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁹ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
Local Government Entity	Local Government Entity is an entity established under state or territory local government legislation, for the purposes of governing local areas within state or territory. In the states, they are generally referred to as local councils.
Minister	The Commonwealth Minister for the Environment and Water.
non-income-tax-exempt	Not exempt from income tax under Division 50 of the <i>Income Tax Assessment Act 1997</i> (Cth) or under Division 1AB of Part III of the <i>Income Tax Assessment Act 1936</i> (Cth).
on-ground	<p>Refers to project activities that repair, enhance and/or restore, monitor, 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"> ▪ regeneration of native vegetation including weed removal, vegetation protection, and replanting of endemic native species ▪ fencing ▪ installation of structures (e.g., fish ladders, stormwater filtration, floating vegetation rafts) ▪ earthworks to re-naturalise channels ▪ surveys and monitoring of the effectiveness of project activities (e.g. water quality and habitat) <p>Further details are outlined in the eligible activities at Section 5.1.</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 general manager within the department with responsibility for administering 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.
project plan	A document including the following project elements: scope/description, project outcomes (change), activity targets/outputs, schedule (milestones), monitoring, evaluation, reporting, stakeholder engagement (including First Nations Australians), governance arrangements, contact details of the project manager and risk management.
public land	Land owned by a government entity or government related entity except where such land is leasehold land (the subject of a 99-year lease).

Term	Definition
Publicly Funded Research Organisation (PFRO)	All higher education providers listed at Table A and Table B of the <i>Higher Education Support Act 2003</i> (Cth) and corporate Commonwealth entities, and state and territory business enterprises which undertake publicly funded research.
Regional Delivery Partners	One of the formally recognised regional natural resource management (NRM) organisations across Australia that have entered into a services agreement with the Commonwealth under the next phase of the Natural Heritage Trust program to deliver a range of core and project services to manage, protect and improve natural resources in their respective management unit area(s).
Riparian	Land that runs along rivers, creeks, estuaries, lakes and wetlands. Riparian land can vary in width from a narrow strip to a wide corridor.
selection criteria	Comprises of eligibility criteria and assessment criteria.
site condition report	A document that includes information on the project site location, landscape context, condition of the riparian zone, waterbody habitat, water and sediment quality, site use, community use, other related catchment works, and surface water ground water interaction.
Stream 1	This stream will focus primarily on small to medium sized community-based projects (for example: habitat and water quality improvement, improved fish/animal movement etc.) Up to 100 per cent of eligible expenditure will be funded for successful applicants.
Stream 2	This stream will focus primarily on large scale projects (for example: improving channels and filtration, reducing or removing plastic pollution etc.). Up to 50 per cent of eligible expenditure will be funded for successful applicants.
urban/peri-urban	For the purposes of this program, this refers to eligible project locations/sites as set out in Section 5.2.
value with money	<p>Value with money in this document refers to ‘value with relevant money’ which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> ▪ the quality of the project proposal and activities; ▪ fitness for purpose of the proposal in contributing to government objectives; ▪ that the absence of a grant is likely to prevent the grantee and government’s outcomes being achieved; and ▪ the potential grantee’s relevant experience and performance history.

Term	Definition
Watercourse/water body/waterway	<p>The full length and width, including the sediment bed, bank and shore, of any stream, spring, creek, brook, river, lake, pond, estuary or coastal water body or any part thereof, in which water is contained or flows (whether permanently or from time to time).</p> <p>For the purposes of this grants process, projects located in bays and the marine environment are ineligible.</p>

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time; check you are referring to the most current version from the business.gov.au website before preparing your application.

The program delegate 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 incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities (where applicable)
- meet the eligible expenditure guidelines.

A.1 How we verify eligible expenditure

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Labour expenditure

Eligible labour expenditure for the grant covers the direct labour costs of employees you directly employ on the core elements of the project. We consider a person an employee when you pay them a regular salary or wage, out of which you make regular tax instalment deductions.

We consider costs for technical, but not administrative, project management activities eligible labour expenditure. However, we limit these costs to 10 per cent of the total amount of eligible labour expenditure claimed.

We do not consider labour expenditure for leadership or administrative staff (such as CEOs, CFOs, accountants and lawyers) as eligible expenditure, even if they are doing project management tasks.

Eligible salary expenditure includes an employee's total remuneration package as stated on their Pay As You Go (PAYG) Annual Payment Summary submitted to the ATO. We consider salary-sacrificed superannuation contributions as part of an employee's salary package if the amount is more than what the Superannuation Guarantee requires.

The maximum salary for an employee, director or shareholder, including packaged components that you can claim through the grant is \$175,000 per financial year.

For periods of the project that do not make a full financial year, you must reduce the maximum salary amount you claim proportionally.

You can only claim eligible salary costs when an employee is working directly on agreed project activities during the agreed project period.

A.3 Labour on-costs and administrative overhead

You may increase eligible salary costs by an additional 30 per cent allowance to cover on-costs such as employer paid superannuation, payroll tax, workers compensation insurance, and overheads such as office rent and the purchase or provision of computing equipment directly required or related to the delivery of the project.

You should calculate eligible salary costs using the formula below:

$$\text{Eligible salary costs} = \text{Annual salary package} \times \frac{\text{Weeks spent on project}}{52 \text{ weeks}} \times \text{percentage of time spent on project}$$

You cannot calculate labour costs by estimating the employee's worth. If you have not exchanged money (either by cash or bank transactions) we will not consider the cost eligible.

Evidence you will need to provide can include:

- details of all personnel working on the project, including name, title, function, time spent on the project and salary
- ATO payment summaries, pay slips and employment contracts.

A.4 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work - for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements

- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 Other eligible expenditure

Other eligible expenditures for the project may include:

- the purchase (or hire) of materials and supplies to support eligible project activities such as native tube stock and/or seed, hardware, and fencing materials
- staff training that directly supports the achievement of project outcomes
- the purchase, lease or hire of equipment required to undertake eligible project activities
- the costs of obtaining required planning, environmental and other regulatory approvals. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible
- domestic travel to and from the on-ground location limited to the reasonable and necessary costs of accommodation and transportation required to conduct the agreed project activities
- administrative support and overheads for project management or project coordination additional to the normal day-to-day running costs of the organisation (capped at a maximum 10 per cent of eligible non-onground expenditure)
- financial auditing of project expenditure, 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
- contingency costs up to a maximum of 10 per cent for **Stream 1** and 15 per cent for **Stream 2** of the eligible project expenditure
- contractor costs including earthmoving and landscaping
- project or tender planning, design research costs, feasibility costs or preliminary design costs (unless activities have occurred prior to entering into an agreement)
- the costs of project-related monitoring, reporting on project outcomes and evaluation.

Other specific expenditures may be eligible as determined by the program delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time; check you are referring to the most current version from the [business.gov.au](https://www.business.gov.au) website before preparing your application.

The program delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- land purchase
- activities with the primary purpose of beautification or to increase amenity
- devolved grant processes i.e. where an applicant seeks a lump sum to devolve grant funding to third parties e.g. landowners
- the same project activities funded under Round 1 of the Program, or proposed project activities funded by another government-funded program already underway
- activities that have already been completed prior to executing the grant agreement, or the covering of retrospective costs (e.g. activities that commenced prior to the execution of the grant agreement)
- activities occurring outside of Australia, or outside the eligible locations (see section 5.2)
- activities in locations of planned or approved urban development sites
- sites that are development offsets under the EPBC Act or other relevant state or territory environment protection laws
- projects that significantly increase risk to people, urban infrastructure, or environmental values e.g. flooding risks, risks to existing riparian vegetation, disturbance of Acid Sulfate Soils, facilitating the spread of weeds and pest species
- public art installations (e.g. murals)
- purchase of chemicals likely to have negative environmental impacts on waterways (any necessary chemical interventions for the project must provide reasonable justification outlining mitigation of negative impacts)
- subsidy of general ongoing administration of an organisation such as electricity, phone, and rent
- construction/capital works of civil infrastructure that significantly obstruct the natural water flow of a waterway (including bridges and dams). Infrastructure to improve environmental flows, improve natural baseflows, or reduce erosion and/or settle sediment are eligible
- school education activities, including field trips
- activities located in the marine environment (noting estuaries, coastal saltmarsh, and barrier wetlands are eligible)
- activities focused on the protection of coastal sand dunes e.g. sand dune revegetation, ocean shorelines, or bay shorelines
- activities focused on agricultural dams
- construction of pondage for irrigation
- garden construction or maintenance
- artificial reefs, fish aggregation devices, or aquaculture infrastructure

- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility
- any activities required by law
- state or territory government agency administration and employment
- overseas and interstate travel.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.