

Sea Country Partnerships



Artwork by Henry Epong Jr., Patricia Galvin and Shenoa Sultana.

Reef Rescue Land and Sea Country Indigenous Partnerships Program

Sea Country Partnerships Grants Program

**Applicant Guidelines
2011-12**



Australian Government
**Great Barrier Reef
Marine Park Authority**

Funded by the Australian Government's
Caring for our Country

Applications close 5pm EST*, Friday 17 February 2012

**Eastern Standard Time*



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Reef Rescue Land and Sea Country Indigenous Partnerships Program

Sea Country Partnerships Grants Program

Applicant Guidelines
2011 - 2012

These guidelines outline the requirements and application process for Traditional Owner groups to apply for funding from the Great Barrier Reef Marine Park Authority (GBRMPA) under the 2011-12 Reef Rescue Land and Sea Country Indigenous Partnerships Grants Program (Sea Country Partnerships Grants Program).

Grants from \$5,000 to \$50,000 (GST exclusive) to engage Traditional Owner groups in collaborative partnerships to protect the cultural and natural heritage values and conserve biodiversity of the Great Barrier Reef.

**Application close 5pm (EST*) Friday, 17 February 2012.
Hard copies must be post marked by 5pm Friday, 17 February 2012.**

If submitting a hard copy application, post the application to:

Great Barrier Reef Marine Park Authority
Sea Country Partnerships Grants Program
PO Box 1379 (via mail) OR 2 – 68 Flinders Street (via courier)
TOWNSVILLE QLD 4810

If submitting the application form electronically, email to:

indigenous_partnerships@gbmpa.gov.au

LATE APPLICATIONS WILL NOT BE ACCEPTED

For further information, please visit the GBRMPA website at www.gbrmpa.gov.au or call the Indigenous Partnerships Group at the GBRMPA Toll Free on 1800 990 177.

Note: These guidelines are not intended to create legally binding rights or obligations.

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Great Barrier Reef
Marine Park Authority

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PART 1 – About the Sea Country Partnerships Grants Program

The Reef Rescue Land and Sea Country Indigenous Partnerships Grants Program (Sea Country Partnerships Grants Program) is an element of the Australian Government's \$200 million Caring for our Country Reef Rescue election commitment and part of a \$10 million Land and Sea Country Indigenous Partnerships Program which is being delivered by the Great Barrier Reef Marine Park Authority (GBRMPA).

Projects which aim to engage Traditional Owner groups in protecting the cultural and natural heritage values and outcomes and conserve biodiversity of the Great Barrier Reef against a reasonable budget will be favourably considered.

1.1 How much funding can be applied for?

During 2011-12 a total of \$500,000 is available under the Sea Country Partnerships Grants Program to fund projects between \$5,000 and \$50,000 (GST exclusive).

1.2 What are the priority areas that projects should address?

Projects must focus on sea country management and align with one or more of the Land and Sea Country Indigenous Partnerships Program priority areas of:

- **Traditional Use of Marine Resources Agreement (TUMRA)**
- **Strengthening of communications and knowledge sharing**
- **Enhanced compliance**
- **Engaging with communities.**

If the project specifically relates to a TUMRA, please contact your Project Manager before submitting an application. A sea country grant cannot fund activities already funded under a TUMRA

The grants are subject to normal taxation treatment and no special arrangements will apply. Activities should demonstrate good value for money.

1.3 What are the objectives of the Program?

The Sea Country Partnerships Grants Program is designed to encourage Traditional Owner groups to undertake projects on land and sea country that result in better management of the Great Barrier Reef Marine Park by:

- Expanding the TUMRA program across the Great Barrier Reef catchment
- Developing sea country management plans
- Strengthening communication between local communities, managers and reef stakeholders
- Building a better understanding of Traditional Owner issues about the management of the Great Barrier Reef Marine Park.

The program will also contribute towards the Australian Government's national priorities under the Caring for our Country Business Plan, including the Indigenous participation target of ensuring the continued use, support, and reinvigoration of traditional ecological knowledge to underpin biodiversity conservation. Traditional Owner groups who aspire to be or are actively involved in the management of the Great Barrier Reef Marine Park, are particularly encouraged to apply.

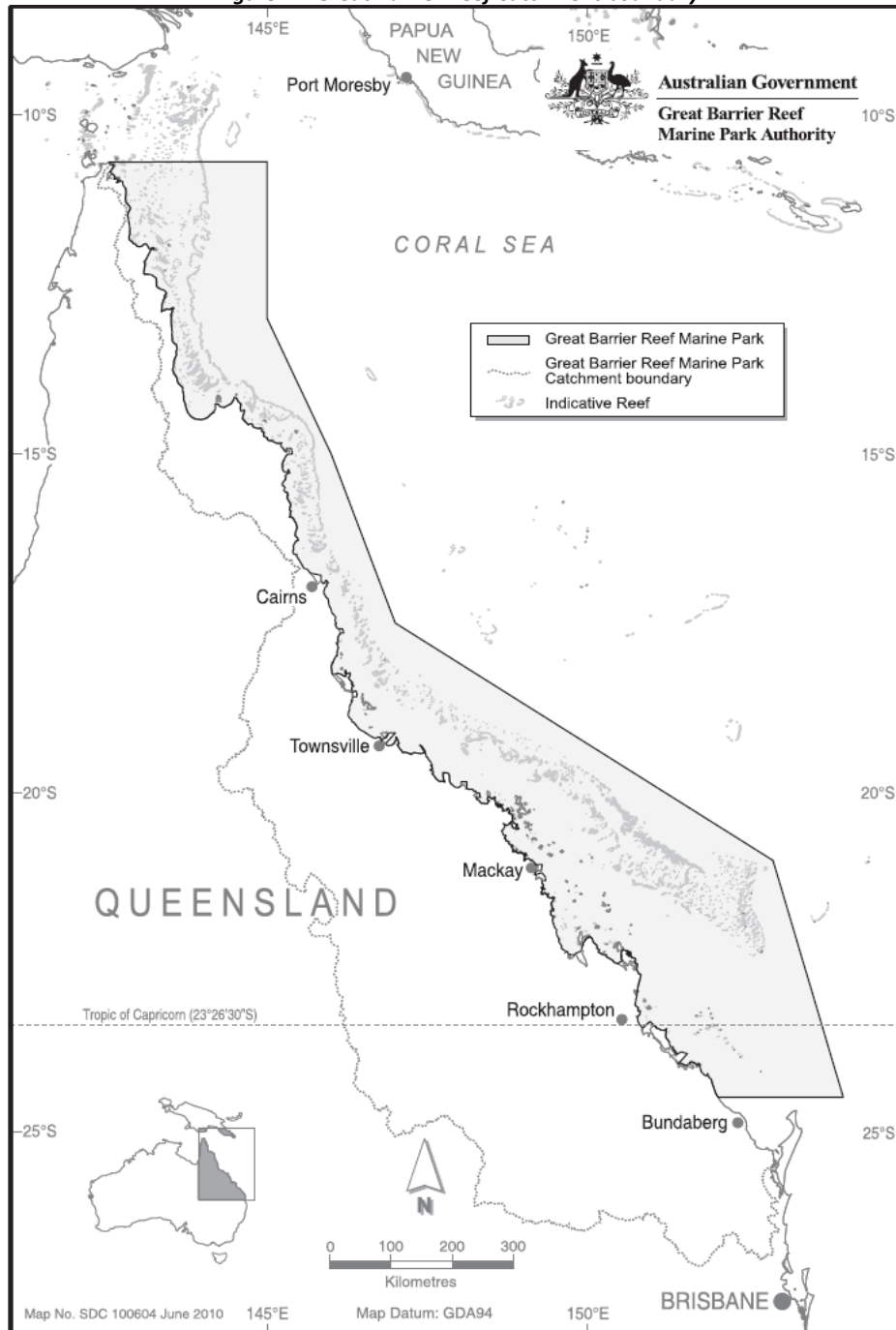


PART 2 – Eligibility

2.1 Who are the sea country grants targeted at?

The Sea Country Partnership Grants are targeted towards established and emerging Traditional Owner groups across all geographic areas of the Great Barrier Reef Catchment. The Great Barrier Reef Catchment is approximately 420,000 km², comprising of 35 river basins that drain directly into the Great Barrier Reef lagoon. The catchment extends from the tip of Cape York in the north to the Mary River in the south (see Figure 1 below).

Figure 1 – Great Barrier Reef Catchment boundary



Check the eligibility criteria (Section 2.2) before applying to ensure your Traditional Owner group is eligible for funding. Traditional Owner groups which are not legal entities at the closing date for applications must be sponsored by a legal entity (such as a local government, peak industry body or regional natural resource management organisation) who may apply on their behalf. The legal entity will be legally responsible for meeting the contractual obligations of the grant. If your Traditional Owner group seeks sponsorship by a legal entity, your application must demonstrate that the project is driven by Traditional Owners.

2.2 Who can apply for a sea country grant?

To be eligible, applicants must be a Traditional Owner group** (see definition of Traditional Owner group and Traditional Owner at Attachment A)

Traditional Owner groups that apply for a Sea Country Partnership Grant must meet all of the following criteria to be eligible:

1. Must be a legal entity, for instance:
 - a) an incorporated association
 - b) a body corporate
 - c) a company
 - d) a cooperative society
 - e) an Aboriginal or Torres Strait Islander corporation or incorporated association, or
 - f) a trust duly constituted.

**** If the Traditional Owner group is not a legal entity, application for funding may be made via a sponsoring organisation that is a legal entity. The sponsoring organisation will be responsible for the administration, management and reporting on the grant. Only seek a sponsor if your Traditional Owner group or organisation is not a legal entity. Remember that if your sponsoring organisation is applying on behalf of a Traditional Owner group, you will need to demonstrate Traditional Owner authority for the project.**

2. Must be a Traditional Owner group of the Great Barrier Reef (GBR) catchment (if more than one Traditional Owner group applies in a single application, at least one Traditional Owner group must be from the GBR catchment).
3. Must not have received funding for the same project under the previous 2010-11 Caring for our Country Business Plan (including Reef Rescue). Can still apply if it is a different project.

2.3 Restricted Eligibility

These organisations can only apply for a sea country grant on behalf of a Traditional Owner group as a sponsoring organisation (only if the Traditional Owner group that is applying is not a legal entity and the Traditional Owner group has initiated the project).

- Regional natural resource management organisations
- Non-government organisations (NGOs) with a national focus, peak industry groups or umbrella bodies
- Local government
- Educational institutions
- Organisations directly operating or appointed under state legislation, such as Livestock Health and Pest Authorities, and Committees of Management of Crown Land Reserves.
- Traditional Owners that are not from the GBR catchment.



2.4 Who cannot apply for a sea country grant?

The following groups are not eligible to apply for the 2011-12 Sea Country Partnerships Grants Program and are not eligible to sponsor a project:

- Individuals
- Australian and State Government
- Organisations that have, at the application closing date, any overdue final reports or acquittals for previous Australian Government Natural Resource Management (NRM) funding, including the Natural Heritage Trust and the National Landcare Program.

2.5 What specific eligibility criteria must projects address?

To be eligible, a project must meet all of the following criteria:

1. Project activities must contribute to meeting one or more of the Land and Sea Country Indigenous Partnerships Program priority areas listed in Section 1.2
2. The applicant must be a Traditional Owner group from the Great Barrier Reef catchment or a Traditional Owner group applying through an authorised Sponsor
3. Projects must be undertaken within the GBR catchment area
4. Grants must be between \$5,000 and \$50,000 (GST exclusive)
5. Only projects that will be completed by 30 June 2013 are eligible for funding.

2.6 What are some examples of project activities that are ELIGIBLE for funding?

Some examples of the types of eligible activities that may be included in project delivery include:

- Maintaining Traditional Knowledge about sea country
- Identification, recording and maintaining cultural values of sea country
- Natural resource management activities (these can include seagrass monitoring, turtle and dugong monitoring)
- Coastal and wetland rehabilitation and maintenance (those areas that have been affected by extreme weather will be a priority)
- Educational activities and those activities that raise community awareness
- Community projects demonstrating leadership and governance in sea country management
- Developing and implementing sea country planning around management activities
- Training in project management and financial reporting skills (your application will need to demonstrate use and benefit to sea country management)
- Activities that provide training in other technical skills like natural resource monitoring (sea-grass, turtle, dugong monitoring skills), boat license attainment etc
- Projects that enhance communication and networks between Traditional Owners of the Great Barrier Reef on sea country management
- Womens' gathering activities – knowledge sharing
- Projects that focus on inshore biodiversity monitoring or management (eg monitoring of inshore priority species especially dugong, dolphins, sharks, turtles and rays).



2.7 What are some examples of project activities that WILL NOT be funded?

Funding under the 2011-12 Sea Country Partnerships Grants Program, cannot be used for:

- Activities already funded under the previous 2010-11 Grants round for the Sea Country Partnerships Grants Program
- Supporting part of a devolved grant. (ie giving all or part of the grant to another group). *That is, a grant requested by one party with the purpose of distributing funds to other parties*
- Activities which are considered an individual's, group's, or government's responsibility for sustainable management of resources under their control (eg .Activities specified in council by laws or regulation)
- Labour supplied by the applicant other than for project coordination, management and administration
- Subsidies for commercial operations (the grant cannot be for activities or assets that support a business)
- Purchase of major capital items, including vehicles (including bikes) and vessels (boats) is not allowed
- Administration costs incurred when applying for funding
- Purchase, lease or acquisition of land
- Activities where the major purpose is to beautify or improve amenity
- Activities designed to raise revenue
- Time spent travelling to project activities or time spent attending field days or workshops
- Activities that indicate project outcomes not in line with the Caring for our Country's national priorities and outcomes
- Activities required by law, such as managing or controlling certain weeds or pests
- Activities outside of Australia
- Purchase of computer hardware and software, and media equipment cannot be in excess of \$4,000 (GST exclusive)

NB: Some purchases for media and recording equipment may be approved in excess of the \$4,000 if the project is specifically for recording traditional ecological knowledge. The project must demonstrate a reasonable future use for the knowledge to inform land or sea management.

Note: Items that were not budgeted in the original application will not be funded. Applicants must consider all aspects of their project and ensure they include all relevant costs within their application. Additional funds are not available to meet costs which may have increased after the application was submitted.

PART 3 – How to apply for funding

3.1 Application process

Applicants must submit a 2011-12 Sea Country Partnerships Grants Program Application Form detailing a proposed activity. Projects must be submitted using the 2011-12 Sea Country Partnerships Grants Program Application Form. All sections of the form need to be completed and applications must be submitted by 5pm (EST) Friday, 17 February 2012.

All completed application forms and any supplementary information will be reviewed by an assessment panel against assessment criteria listed in Section 5.1. The assessment panel may request further information during this stage.

Important dates for the 2011-12 Sea Country Partnerships Grants Program are:

Call for projects	16 November 2011
Closing date for applications	17 February 2012
Notification of successful recipients	April 2012
Project commencement date	June 2012

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The application form can be submitted electronically by email or a signed original application form may be posted on or before the closing date. The closing date to submit an application to the Sea Country Partnerships Grants Program is 5pm (EST) Friday, 17 February 2012.

If completing a hard copy of the application form, it must be post marked by 5pm Friday, 17 February 2012.

Post applications to:

Great Barrier Reef Marine Park Authority
Sea Country Partnerships Grants Program
PO Box 1379
TOWNSVILLE QLD 4810

If courier delivery, send to:

Great Barrier Reef Marine Park Authority
Sea Country Partnerships Grants Program
2-68 Flinders Street
TOWNSVILLE QLD 4810

If submitting the application form electronically, email to indigenous_partnerships@gbmpa.gov.au. Please keep a photocopy of the application for your records. For further information please visit the GBRMPA website at www.gbrmpa.gov.au or call the Indigenous Partnerships Group at the GBRMPA Toll free on 1800 990 177.

**NO EXTENSION OF TIME FOR WILL BE CONSIDERED
LATE APPLICATIONS WILL NOT BE ACCEPTED**

3.2 Preparing the application

The 2011-12 Reef Rescue Land and Sea Country Indigenous Partnerships Grants Program Application Form can be found on the GBRMPA's website at www.gbrmpa.gov.au. If applicants do not have access to the internet or a computer, please request an application package from the GBRMPA's Indigenous Partnerships Group by calling Toll free on 1800 990 177.

Applicants are required to submit the completed application form and ensure they address all of the criteria in Section 5.1. Supplementary information (e.g. letters of authorisation from Elders and letters of support from stakeholders) is encouraged and will be considered by the assessment panel.

In order to give the application the best possible chance for success, please check the following:

- The applicant should be the owner of the bank account into which the grant (if successful) will be paid. The applicant (which can be a sponsoring organisation) will be required to enter into a funding agreement with the Commonwealth of Australia (represented by the GBRMPA) and will be legally responsible for the proper acquittal of any funds awarded. Persons signing the application and funding acceptance forms must be duly authorised to do so by their group or organisation
- The start date for the project should take into account project preparation time
- The end date for the project should be within 12 months of the project commencing or by the 30 June 2013.
- The amount applied for should be exclusive of GST. If registered for GST, the GBRMPA will add that amount to the grant (as detailed by the applicant in the budget section of the Application form)
- Decisions are based on information provided in your application - ensure that your application is clear, comprehensive and concise.

The assessment of applications to the Sea Country Partnerships Grants Program is a competitive process based on merit. Assessors need all of the information in the application form to be completed to ensure projects can be



compared equally. To be competitive for funding, every question in the application form must be answered, otherwise your application may be considered ineligible.

For further assistance in completing the application please phone the Indigenous Partnerships Group at the GBRMPA Toll free on 1800 990 177.

3.3 Submitting multiple applications

In order to support as many Traditional Owner groups as possible, the GBRMPA will consider one application from each group only in its first round of assessment. If multiple applications are submitted by the same Traditional Owner group, the applicant will need to advise the GBRMPA (on the application form or by emailing GBRMPA at indigenous_partnerships@gbrpmga.gov.au) of the preferred application to be considered and assessed (*ie which application do you want GBRMPA to look at first*). Should there be funding remaining (after the first round of assessment and allocation), the GBRMPA will then consider any further applications that may have been submitted by the same Traditional Owner groups.

NB - An application is only considered 'multiple' if the exact same Traditional Owner group (or exact combination of Traditional Owner groups) submits multiple application forms for different projects. E.g- Traditional Owner group 1 and Traditional Owner group 2 apply for a project to do inshore turtle monitoring together. If Traditional Owner group 1 and Traditional Owner group 2 then apply together for an inshore sea grass project, that would be considered a MULTIPLE application scenario. HOWEVER, if Traditional Owner group 1 applies with Traditional Owner group 3 to do a compliance-based project, this would not be considered as part of a multiple application.

PART 4 – Filling out the application form

There are 11 sections in the Sea Country Partnerships Grants Program Application Form. The following detailed information will provide assistance with completing the form.

Section 1: Applicant (Traditional Owner group OR sponsor) Organisation details

1.1 – Who is the Applicant?

The applicant is either the Traditional Owner Group or the sponsoring organisation. If the Traditional Owner Group is not a legal entity, agreement of a legal entity to act as a sponsoring organisation must be in place in order for the application to be considered.

1.2 (a) – Does your organisation have an Australian Business Number (ABN)?

An ABN is a unique 11 digit number that makes it easier for businesses and government to interact. Please mark if the Applicant has an ABN or not in this section. If the Applicant does have an ABN, enter the 11 digit ABN number into the box provided. Information regarding the ABN can be found at www.abr.business.gov.au on the Australian Business Register (ABR) website.

1.3 – Registered for GST?

Please mark whether your organisation is registered for GST. If your organisation is successful in receiving a grant, the funding amount will be GST exclusive or inclusive dependent on the organisation's GST registration status. You can check whether your organisation is GST registered on the ABR website. This information will be located on the current details page for your organisation under 'Other registrations'. If your organisation does not have an ABN, it will not be registered for GST.



1.4 – Name of the Applicant

Insert name of Applicant here (i.e. Traditional Owner group or sponsoring organisation name).

1.4 (a) – Legal name

The legal name is the name that appears on official documents and legal papers, such as the ABR or your organisation's certificate of incorporation. Applicant's that do not have an ABN but are incorporated should provide the legal name as it appears on the certificate of incorporation. If the Applicant is a Traditional Owner group, the group may be a "Trust" – if so, write out the full name of the Trust here.

1.5 – Entity Type

If your organisation has an ABN, details of the entity type are available from the "Current details" page of the ABR website. Whether or not your organisation has an ABN, you should select the relevant entity type, being the following:

- a) an incorporated association
- b) a body corporate
- c) a company
- d) a cooperative society
- e) an Aboriginal or Torres Strait Islander corporation or incorporated association, or
- f) a trust duly constituted.

1.6 – Incorporation number details

If your organisation has been incorporated under state or territory law, provide your organisation's incorporation number and date of incorporation. You can find your organisation's incorporation number and date of incorporation on your organisation's certificate of incorporation. If your organisation is unable to locate the certificate of incorporation, contact the Incorporated Association Register in your state or territory, the Office of Fair Trading or Consumer Affairs.

1.7 – Traditional Owner group/s completing this project

The name of the Traditional Owner group or groups should be inserted here. Do not put the organisation name in this section. For example, if the application is sponsored by an Aboriginal Corporation, each of the Traditional Owner groups associated with the corporation, (which are undertaking the project) need to be listed here.

Section 2: Contact person details

Please provide the details of the best person that can be contacted throughout the life of the project. GBRMPA will use the details provided in this section to contact the organisation if necessary. In this section, you must also provide at least one alternative phone number – an after hours landline or a mobile number.

Section 3: Authorised Person Details

Please complete the authorised person details on page 3 of the application form. This is the person/s that are authorised to sign a Funding Deed with the Australian Government on behalf of the Applicant organisation. This may be the same as the 'contact person' in Section 2 or it may be someone else within the organisation (e.g. CEO, Chair etc.). If the authorised person/s is the same as the person in Section 2, mark 'Yes' and move on to Section 4. If the authorised person/s is different, fill in the contact details for the authorised person/s.

Section 4: Traditional Owner contacts for the Project

Please provide at least one (1) Traditional Owner contact that can be contacted about the project. Please provide their contact number and also an alternative number (landline or mobile number).



Section 5: Traditional Owner Group Activities

Please complete any Traditional Owner sea management activities the Traditional Owner Group(s) has undertaken in the last 12 months.

- 5.1** Please indicate what sea country management activities the Traditional Owner group has undertaken in the last 12 months. Provide a short description of each of the activities the group has undertaken. For example, if you select "Traditional Owner group meetings and/or public meetings" state how often your group has met.
- 5.2** Please indicate what other funding has been provided to the Traditional Owner group over the last two years. This can include funding from Local, State and Commonwealth governments, philanthropic or non government organisations.
- 5.4** Overdue final reports and/or acquittals – The Australian Government places high priority on accountability for public money. Applicants that have overdue reports or acquittals will not be eligible for Sea Country Partnerships Grants funding.
- 5.5** Please indicate if the Traditional Owner group has any current projects submitted to other funding programs. Also indicate any planned projects. This will also need to be declared in section 11 of the Application form.

Section 6: Project proposal

Please complete the project plan details to include:

- 6.1** Provide a project title for the project. Provide a brief project summary that is clear and describes what the project is going to achieve. If your project is successful, the project title and summary will be used in public announcements and on the GBRMPA website.
- 6.2** Description of the project and the methods used to undertake the project. This should also include a description of how the Traditional Owner group engages with people or other groups. These activities will form the basis of milestones that will need to be reported on if the project is successful.
- 6.3** Identify how you will manage your project and how you will implement your activities, including five (5) key steps in the project. Please note, projects must be completed within 12 months of commencement and finish no later than 30 June 2013.

Section 7: Project Location and evidence of project authorisation and support

Please complete the project location details including:

- 7.1** Sea country area – describe the sea country area of the Traditional Owner group/s that are applying.
- 7.2** Nearest town – state the nearest town to this sea country area.
- 7.3** Please attach written authorisation and/or letters of support for your project. Include any arrangements in place that authorise your project to be undertaken in the proposed area.

Section 8: Community Engagement

Please complete the community engagement details on page 8 of the application form to include:

- 8.1** How many members of the community will participate? Provide an estimate of the number of people that will participate in the project.
- 8.2** How will the project be communicated to other members of the community?
- 8.3** How many other organisations will the group need to be engaged with to deliver the project?

Section 9: Land and Sea Country Indigenous Partnerships Program alignment

Please complete the details on page 9 of the application form. This demonstrates what priority area your project is focused on.

Section 10: Project Budget

Please complete the project budget details on page 9 of the application form. Include each budget item and then the total cost for your budget. The total cost of the project should be between \$5,000 and \$50,000 excluding GST. The total cost including GST must be no more than \$55,000.

In each row, include the item to be funded, the funding sought (the GST exclusive amount), the GST component and then the total funding sought (GST inclusive amount). The following is an example of two items and how the cost should be displayed:

Items to be funded	FUNDING		
	Funding Sought (\$) (GST EXCLUSIVE)	GST component (\$)	Funding Sought (\$) (GST INCLUSIVE)
Travel expenses	500	50	550
Vehicle hire and fuel	2500	250	2750

Please identify if you have project partners that are making any in-kind or financial contribution to the project.

Section 11: Declarations

The authorised person/s must declare they agree (by ticking the box provided) with all of the statements.

NOTE – The authorised person/s will need to agree to all statements to submit this project. When a project is submitted, an authorised person/s must sign the declaration. Unsigned applications will not be eligible for processing. *Please contact the Indigenous Partnerships Group if emailing the application makes it difficult to sign this declaration.*

PART 5 – How will applications be assessed?

5.1 Assessment criteria

Applications will be assessed for eligibility in the first instance (see section 2.5 for details). If an application is deemed eligible, it will undergo a merit-based assessment. The GBRMPA has established an assessment panel of five members to assess all eligible applications received for the 2011-12 Sea Country Partnerships Grants Program. The Assessment Panel will be comprised of two external independent representatives and three internal assessors (GBRMPA staff). One internal assessor will chair the Panel.

The assessment panel will make decisions using the following criteria:

1. The project MUST be related to sea country management within the Great Barrier Reef and align with one or more of the Land and Sea Country Indigenous Partnerships Program priority areas listed in Section 1.2

Considerations: Projects are required to be related to sea country management relevant to the Traditional Owner Group's sea country and address at least one of the following Sea Country Partnerships Program priority areas of:

1. Traditional Use of Marine Resources Agreements (TUMRAs)
2. Strengthening of communications and knowledge sharing
3. Enhanced compliance
4. Engaging with communities

i. Traditional Use of Marine Resources Agreements (TUMRAs)***

Traditional Use of Marine Resources Agreements (TUMRAs) are a form of Sea Country Plan that are developed by Traditional Owners and are accredited under the *Great Barrier Reef Marine Park Act 1975* and Queensland's *Marine Parks Act 2004*. If you don't have a TUMRA, but are thinking about a TUMRA, you can apply for funding to work on the following activities:

- Developing or maintaining effective communication, governance and leadership within your Traditional Owner group, so that sea country business can be discussed and progressed,
- Identifying Traditional Owners and sea country boundaries, including shared boundaries of their sea country,
- Identifying how Traditional Owners wish to work with each other and government,
- Identifying the Traditional Owner values to be protected, including cultural values associated with your sea country; and
- Describing how Traditional Owner groups wish to protect these values; manage culturally important species in accordance with Traditional lore and to ensure sustainability.

***** Remember if you already have a TUMRA and wish to apply for a Sea Country Grant, contact your TUMRA project officer before you put in an application.**

ii. Strengthening of communications and knowledge sharing

This area focuses on communications, education, monitoring and knowledge sharing between Traditional Owners, management agencies and with the broader community. Project activities may:

- Raise public awareness about local Traditional Owner ecological knowledge, values and connection to sea country;
- Provide a basic understanding of Traditional Owner interaction with the environment;
- Acknowledge Traditional Owner's place, history, culture and knowledge of sea country.



- Specific communications tools such as websites, newsletters, brochures, interpretive signage, used to communicate about your sea country management

iii. Enhanced compliance

Enhanced compliance is a priority area that aims to address illegal activities that threaten cultural and natural heritage values and culturally important species such as dugong and green turtle in your sea country.

- Activities that strengthen and maintain cultural authority on sea country management;
- Activities that implement Traditional Owner learning's from compliance training and workshops

iv. Engaging with communities

Project activities that are designed to enhance leadership within and between Traditional Owner groups to effectively manage sea country.

- Activities that improve Traditional Owner's capacity to manage sea country and to engage with other interests to achieve social, economic and cultural objectives;
- Provide opportunities for young people to experience professional development that supports cultural leadership;
- Regional forums that engage Traditional Owners across a region or multiple regions to address sea country management issues, including sharing successes, lessons learned and future directions.

2. Demonstrate the need for the project and potential benefits

Considerations:

- *Why is this project a priority? Your project will be assessed on how well you can demonstrate the need for your project. You need to describe why your method is the best approach to achieving project objectives.*

3. Demonstrate the capacity of the organisation to deliver the project

Considerations:

- *This criteria is based on your Traditional Owner's group longevity, past activities, funding history and experience in successfully delivering projects. This provides the opportunity for your group to detail their ability to deliver results and manage contractual obligations. Other things to mention in this section are whether there are any Steering committees or working groups already in place that can be used to assist with the delivery of the project.*

4. Value for money of the project

You will need to submit a project budget as part of your application.

Considerations:

- *Ensure the budget items are consistent with the activities proposed to be undertaken in the project*
- *Administration, auditing and accounting costs should not be more than that to be considered reasonable.*
- *Auditing/Accounting costs should not exceed \$5,000*
- *Consider the broader community benefit derived from the project.*



5. Written authorisation from Elders of the Traditional Owner group/s (a copy of the authorisation must be attached to the application form) which support and approve the project being performed in the proposed area and other forms of support (ie letters from the community, non-government organisations, politicians etc).

Considerations:

- Please identify if the authorised Elder of the Traditional Owner Group is also the applicant.
- Your application will be assessed on whether you have obtained the written support of the recognised elders of the Traditional Owner group. The authorisation should provide support for the project.
- Is any other group or individual able to provide support to the project? Ask for a letter of support and provide it with application. Some examples might be: Local council, school, politician, community group.

6. Ability to communicate project outcomes with Traditional Owners and the broader community

Considerations:

- Based on the number of members in the Traditional Owner group and any additional community engagement listed in project activities. Include the level of engagement to be undertaken by the Traditional Owner group in project activities; and the potential to raise awareness and enhance skills in the broader community
- Describe who will be targeted and what communication avenues will be used (eg radio, internet, email and television, community newsletters, photos, reports etc).

7. The feasibility of the project

Considerations:

- Your project plan and project outcomes should be realistic and achievable within the described activities and timeframes (you should also take into account issues such as amount of work to be undertaken, seasonality issues (eg wet season) etc)
- The budget should include all relevant items necessary for the successful completion of the project. The funds requested should reasonably reflect the activities proposed.

5.2 Weighting of the assessment criteria

To ensure consistency in scoring applications, each criterion has been weighted. The maximum score a project can be awarded is 100 points (see breakdown in the table below). Each member of the assessment panel is required to evaluate each eligible application against each of the selection criteria.

Criteria	Description	Scoring
1	Alignment with priority areas	0 – 15
2	Demonstrated need for project	0 – 15
3	Organisation's capacity to deliver project	0 – 10
4	Value for money	0 – 15
5	Elder written authorisation/other letters of support	0 – 10
6	Community engagement	0 – 15
7	Feasibility of project	0 – 20



5.3 Final decisions

The information that is provided in the application will be used to assess the project. The applicant (sponsoring organisation or Traditional Owner group) is entirely responsible for the accuracy of all information submitted. If inadequate, false or misleading information is knowingly provided, the project may be ruled ineligible.

Completed eligible applications will be scored and ranked against all other eligible applications received by the closing date. The applications that best align with the GBRMPA assessment criteria will be funded. Given the program aims to reach Traditional Owner groups across the Great Barrier Reef catchment, consideration will also be given to achieving a reasonable reef-wide distribution of projects.

Once applications have been assessed, the Minister for Sustainability, Environment, Water, Population and Communities will consider recommended projects for approval. The Minister will then make the final decision on which applications are approved to receive funding.

PART 6 – Receiving a grant if successful

6.1 What are the conditions of receiving a grant?

Successful grant recipients will be responsible for managing their project within agreed timelines (as stated within the application form). Recipients will also be responsible for monitoring, reporting and acquitting expenditure (see Section 6.2). For groups that are not legal entities, the organisation who has applied on behalf of the Traditional Owner group (the sponsor) is legally responsible for ensuring all contractual requirements are met.

If the applicant organisation is registered for GST, the total budget including GST must not exceed \$55,000. If the applicant organisation is not registered for GST, the total budget including GST must not exceed \$50,000.

Applicants should be aware that if they are successful, Commonwealth policy requires the GBRMPA to publish information about the grant including application and project details on the GBRMPA website.

Published information includes:

- Name of the Traditional Owner Group and/or sponsor receiving the grant
- Amount of funding received
- Term of the grant
- Summary of the project and funding allocation.

By submitting an application for funding under this grants program, the applicant consents to publication of the above information by the GBRMPA, if they are awarded funding.

All information in the application will be handled with sensitivity and in accordance with the *Privacy Act 1988*. However, information may also be provided to other Commonwealth departments, government organisations, assessors, members of Parliament, the media and other stakeholders for the purposes of assessment, education and/or publicising the project.

All documents created or held by the GBRMPA with regard to the Sea Country Partnerships Grants Program are subject to the *Freedom of Information Act 1982*. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the *Freedom of Information Act 1982*.



It is expected that applicants will obtain all necessary planning approvals for their project, including the permission of the landowner or land manager for any project on private or public land.

Successful applicants will not be able to receive funding unless they have public liability insurance for the period of the grant.

6.2 What are the monitoring and reporting requirements?

The Australian Government places a high priority on monitoring and reporting for all Caring for our Country projects.

The monitoring and reporting requirements for the Sea Country Partnerships Grants Program are:

- Tracking of expenditure for acquittal
- A process to record project achievements
- A progress report on the project which outlines the activities that have been completed
- A final report on project outcomes and financial expenditure (when considering the presentation of the final report, it is strongly encouraged that photographs, quotes and video and/or voice recordings are included).

The GBRMPA will provide applicants with the required reporting format for the progress and final reports.

Note: Failure to meet the required reporting obligations within the given time frame may impact on eligibility for future Caring for our Country funding.

6.3 How will projects be acquitted?

If successful, one of the most important obligations as a recipient of public monies is to report on the progress and outcomes of the project and acquit the funds received. Once the project has been completed, they will be a requirement to acquit the Sea Country Partnerships Grants funding that has been spent.

This will involve having a certified accountant examine grant recipients records and sign a certified statement that all funds have been expended in accordance with the funding agreement. There will also be a requirement to sign a statutory declaration confirming that all funds have been expended in accordance with the funding deed. Final acquittal must be provided within 60 days of the agreed completion date for the project. Cost associated with acquittals should be included in the project budget estimates.

6.4 Will I need to acknowledge Caring for our Country?

Successful applicants will be required to acknowledge the sea country grant administered by the GBRMPA and funded under the Australian Government's Caring for our Country Reef Rescue Plan. This acknowledgement must be in accordance with the Recognition of Caring for our Country Guidelines which can be found on the Caring for our Country website: www.nrm.gov.au/publications/guidelines/recognition-guidelines.html. GBRMPA will provide the relevant logo's to successful recipients so appropriate products can be branded accordingly.

6.5 What about contracts, payments and project commencement?

The GBRMPA will formally advise all successful applicants and sponsoring organisations in writing. Successful applicants will receive a funding deed that will need to be signed and returned. Any specified conditions of funding must be met before full payment for the project can be processed and the project commences.



If the funding deed is not signed and returned by the date specified, the offer of funding may be withdrawn.

The project must be completed within a 12 month timeframe from the date of project commencement or by 30 June 2013.

PART 7 – Unsuccessful and ineligible applications

The 2011-12 Sea Country Partnerships Grants Program has an established decision review and feedback process to ensure the process for awarding grants are fair and transparent.

Should an application prove unsuccessful, applicants have the opportunity to seek feedback from GBRMPA about the application, including reasons why the application was unsuccessful. The GBRMPA will also endeavour to provide suggestions and options for future funding opportunities under the Reef Rescue Land and Sea Country Indigenous Partnerships Program.

If applicants that submitted an unsuccessful or ineligible application are not satisfied with the final decision, they must lodge a formal written request within 21 days of the announcement of the successful Grant recipients (as published on the GBRMPA website). All written requests for the review of a decision will be acknowledged in writing within two weeks of receipt. GBRMPA will provide reasons for the decision and if an applicant is still not satisfied with the response, they may appeal the decision through the Commonwealth Ombudsman.

PART 8 – Further information

Should potential applicants have any questions regarding the 2011-12 Sea Country Partnerships Grants Program, please contact the Indigenous Partnerships Group by:

Post: Great Barrier Reef Marine Park Authority
Sea Country Partnerships Grants Program
2-68 Flinders Street
PO Box 1379
Townsville QLD 4810

Telephone Toll free: 1800 990 177
Visit us at: www.gbrmpa.gov.au

Email: indigenous_partnerships@gbmpa.gov.au

Please do not submit:

- **Additional documents after the closing date unless further information is requested as part of the assessment process.**
- **Bulky items such as large appendices or CDs which cannot be readily reproduced on A4 paper for assessment of the application.**



ATTACHMENT A – DEFINITIONS

Acquit

To provide the financial detail that explains what money has been spent on.

Authorised person

The authorised person has permission from the Traditional Owner group to sign on their behalf.

Funding Agreement

Also referred to as a Funding Deed.

A contractual agreement between the GBRMPA and the applicant.

Legal Entity

An organisation which is legally permitted to enter into a contract, and could be accountable if it fails to meet its contractual obligations. A legal entity must be, for instance:

- a) an incorporated association
- b) a body corporate
- c) a company
- d) a cooperative society
- e) an Aboriginal or Torres Strait Islander corporation or incorporated association, or
- f) a trust duly constituted.

Sponsoring organisation

A sponsoring organisation is a legal entity that Traditional Owner's can use to apply for a grant. The sponsor can be responsible for the administration, management and reporting on the grant only. The sponsor cannot be responsible for doing or leading the project.

Traditional Owner

As defined in the GBRMP Regulations 1983, a "Traditional Owner" means a person of Aboriginal or Torres Strait Islander descent who:

- (a) is recognised in the indigenous community or by a relevant representative Aboriginal/Torres Strait Islander body:
 - (i) as having spiritual or cultural affiliations with a site or area in the Marine Park; or
 - (ii) as holding native title in relation to that site or area; and
- (b) is entitled to undertake activities under Aboriginal or Torres Strait Islander custom or tradition in that site or area.

Traditional Owner group

As defined in the GBRMP Regulations 1983, a "Traditional Owner group" (in relation to a site or area of the Great Barrier Reef Marine Park) is a group of Traditional Owners who, in accordance with Aboriginal or Torres Strait Islander custom, speak for the site or area.

