

# National Parks and Wildlife Service

## Friends of Parks - Small Grants Program

### Grant Guidelines

**Applications close at 2pm, Monday 16 October 2023 (ACDT)**

#### 1. Introduction

To further support the substantial work undertaken by Friends of Parks groups across South Australia's national park reserves and other important conservation-based initiatives, the Minister for Climate, Environment and Water has approved the *Friends of Parks - Small Grants Program 2023-24*.

The *Friends of Parks - Small Grants Program* offers grants of up to \$5,000 per application, with funding of up to \$175,000 available in 2023–2024. Groups may apply for more than one grant using a separate application for each.

The *Friends of Parks - Small Grants Program* is focused on conservation-based activities including the protection of biodiversity, Aboriginal cultural heritage or European heritage activities across national parks and reserves, and the broader landscape where the outcomes are consistent with the objectives of the *National Parks and Wildlife Act 1972*. This may also include the purchase of minor plant/equipment and other materials/services that supports a group's project conservation outcomes.

Grant funding is available for activities up to 12 months in duration, with the project commencing when payment is received.

#### 2. Grant Program Parameters

##### Examples of what sort of project activities will be funded?

- Pest plant and animal control, protective fencing, revegetation, habitat restoration or maintenance, wildlife monitoring and survey work, coastal systems, inland waterways and wetlands, track maintenance, European or Aboriginal heritage site maintenance/protection/restoration. Interpretive signage must be approved by National Parks and Wildlife Service (NPWS) staff (or the relevant landowner).
- Personal Protective Equipment (PPE), safety training or equipment, hand tools, secure storage and monitoring equipment.
- Where member groups apply for fuel reimbursement as part of the budget submission, the NPWS draft Volunteer Fuel Subsidy policy criteria will apply i.e. first 300km travelled is the individual's cost, then the motor vehicle allowance rate of \$0.35 cents per kilometre to a maximum of \$400.00 per/vehicle per year can be claimed. This policy is currently under review.

The following conditions apply:-

- Groups will need to demonstrate that the project activities and budget items sought in their application are necessary for the success of the project/activity and/or contributes to the group's capacity, and the funding requested matches the project activities and outcomes.
- Projects must be supported by an approved plan, e.g. park management plan, regional landscape plan, biodiversity plan, fire management plan, species recovery plan and/or supported by the relevant District Ranger or National Parks and Wildlife Manager.

***Please discuss your project proposal with the relevant agency as early as possible to ensure a relevant plan is factored into the application, and to ensure necessary approvals and supporting documentation can be obtained within the grant application timelines.***

### **What will not be funded?**

- Large plant or equipment such as a ride on mower, large trailer, tractor
- Amenity and beautification projects (due to ongoing maintenance requirements)
- Boundary and barbed wire fencing
- Non-indigenous vegetation
- Laptop computers, software, software licences, subscriptions or smartphones
- Purchase of goods for competition, prizes, gifts, vouchers, giveaways or alcohol
- Accommodation or food
- Directional signage (responsibility of National Parks and Wildlife Service) and publication of books (pamphlets/information sheets on park or conservation biodiversity and interpretive signage are acceptable)
- Shooting and shooting signage, explosives, trapping or fumigation methods for pest animal control (this does not include 1080 baiting)
- Any other action or activity determined by the Assessment Panel to be inappropriate or unsuitable use of the funds within the context of park or conservation management

### **Project location**

Projects/activities can either be located on-park i.e. land protected under the *National Parks and Wildlife Act 1972*, *Wilderness Protection Act 1992*, *Marine Parks Act 2007*, *Adelaide Dolphin Sanctuary Act 2005*, or off-park located on other land tenure. Note: relevant landholder's permission is required as part of the application.

### **Project Assessment Criteria**

Grant applications will be assessed by an Assessment Panel, comprising Friends of Parks Inc. Board members and Department for Environment and Water (DEW) staff. The Board will provide the Minister for Climate, Environment and Water with a list of recommended projects for approval. Successful grants will be announced by the Minister. Successful and unsuccessful applicants will be notified by letter via email of the outcome.

The Assessment Panel will consider the contribution of the project/activity in terms of:

**A. Protection and/or restoration of land, biodiversity, environment, heritage sites (either European or Indigenous).**

The extent to which the project contributes (to the above) through on-ground works, or follow up on previous on-ground work.

**B. Value for money**

The budget demonstrates that the application represents good value for money, including realistic costs that are directly related to the grant proposal, and a clear justification for requested budget items.

**C. Project in-kind or co-contribution**

To meet the Department of Treasury and Finance requirements groups must demonstrate an in-kind or co-contribution to their project of at least 50% of the funding amount being sought. This can include volunteer hours, other funds or other in-kind contribution e.g. third party support with freight or cartage costs. Further information can be found in the application budget table.

**D. NPWS Regional Staff/Local Government/Private Landowner Support**

Project applicants must have obtained all necessary endorsements or approvals from either the National Park region and/or local government and/or private landowner for the proposed project to be undertaken, prior to an application being submitted. If legislative approvals or permits are required to carry out the proposed works, these have been obtained and attached to the application.

### **3. Eligibility**

To be considered for funding, groups;

- Must be a current financial member group registered with Friends of Parks Inc., and have a signed endorsement from a regional District Ranger, or Parks & Wildlife Manager (and relevant landholder if undertaken off-park) as part of the application process.
- Must be incorporated, or else Sponsored by another incorporated organisation such as local government, a Landscape Board, a Local Action Planning group, Friends of Parks Inc., etc. This sponsor relationship must be supported in writing, and attached to the application
- Must not have outstanding grant acquittals longer than six months past their grant agreement deadline, unless prior approval has been obtained.

### **4. How to Apply**

Written applications must be lodged electronically on the [DEW SmartyGrants](#) website **by 2:00pm Australian Central Standard Time (ACST) on Monday, 16 October 2023**. Late or incomplete applications will not be accepted.

Applicants will need to create an account via the online portal in order to lodge their application; this can be done prior to the application being lodged.

Information contained in your application forms forms the basis for the grant agreement document, should your project be successful.

Please get in contact early should you require assistance with completing the application form where technology, literacy, disability, or English as a second language may be barriers to your application being lodged.

You will receive notification via email that your application has been received.

## 5. Notifications of the outcome

Applications will be checked for eligibility and assessed competitively against other applications, and a decision to fund or not will be made by the department. An email will be sent (to the address identified in the application) to advise you of the outcome. This process is expected to take at least one month.

## 6. Grant agreements and payments

Successful groups ('grantees') will enter into a Grant Agreement with DEW which outlines the conditions of the funding, including:

### Project Reporting

- The project/activity duration is up to 12 months from the time of funding payment. A final grant acquittal and project report will be required from an authorised group representative upon completion of each project. Templates for the reporting will be provided.
- In the case that events beyond the group's control delay the project/activity (such as unseasonal weather conditions, bushfire, COVID-19 etc.), groups may apply to DEW for a variation to the grant agreement, which will be considered on a case-by-case basis.

**Note:** external contractors who are engaged as part of this grant program by volunteer groups on parks and reserves, for example a weed spray operator, must be managed by DEW staff along Departmental policy guidelines, and not volunteers.

### Insurance and Safety

Friends of Parks member groups will be eligible for injury and public liability insurance cover by the state government insurer, South Australian Government Financing Authority. To maintain the health and safety of all volunteers, activities are guided by the *Work Health and*

*Safety Act 2012*, and all volunteer activities must be undertaken using the DEW Volunteer Safety Procedure. Please note, this insurance coverage is only available for activities approved by a liaison ranger, in accordance with the DEW Volunteer Safety Procedure.

## **Grant Payments**

Once the grant agreement has been signed by both parties (and the sponsor if the group is not incorporated in their own right) and returned to DEW, the grantee will be asked to issue DEW with a Tax Invoice to trigger payment of the grant. Grantees will need to be registered as vendors on the government's accounts payable system prior to a Tax Invoice being lodged. DEW can assist with this process.

All grantees are required to have an Australian Business Number or have completed an Australian Tax Office Statement by a Supplier form.

For applicants who are Sponsored by another incorporated organisation (such as Friends of Parks Inc.), the Sponsor issues the invoice to DEW.

## **Please note**

If you have any questions regarding your grant project please contact your group's liaison ranger. If your group does not have an allocated liaison ranger (for groups that cross multiple regions, or work on non-park locations), please contact the Volunteer and Visitor Programs unit on the details below.

For eligibility or specific grant application questions please contact Volunteer and Visitor Programs staff at: [DEWVolunteers@sa.gov.au](mailto:DEWVolunteers@sa.gov.au) or telephone 8124 4784.

For enquiries relating to system access or uploading your application please contact: [DEW.Grants@sa.gov.au](mailto:DEW.Grants@sa.gov.au)