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## Large grant – maximum \$40,000 (excluding GST)

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### Who can apply?

Anyone who is interested in **rehabilitating fish habitats** in NSW can apply for a Habitat Action Grant from the Recreational Fishing Trusts, including fishing clubs and organisations, educational institutions, councils, community groups, individuals and so on. Joint applications are also encouraged.

### What types of projects are funded?

Habitat rehabilitation projects which may be funded include:

- rehabilitation of riparian lands (river banks, wetlands, mangrove forests, saltmarsh)
- removal of exotic vegetation from waterways
- bank stabilisation works
- removal or modification of barriers to fish passage
- re-snagging waterways with timber structure
- reinstatement of natural flow regimes

If you need some project ideas, check out the NSW DPI website at [www.dpi.nsw.gov.au/hag](http://www.dpi.nsw.gov.au/hag) or contact local staff listed below.

### Eligibility and Priority Areas

Funding applications **must relate to the enhancement of recreational fishing by improving fish habitat.**

**Applications from recreational fishers or which demonstrate the support of local recreational fishers will be given preference.**

Applications should:

- be technically sound and utilise best practice methods
- show consultation has occurred with NSW DPI Fisheries where appropriate (see table below)
- have matching funds on a dollar-for-dollar basis (cash and/or in-kind support by the applicant or project partners)

To assist applicants, a checklist forms part of the application form and **must be completed.**

Projects that would not receive favourable consideration, or would be considered a low priority include:

- Commercial ventures or materials developed for a primarily commercial purpose
- Construction of fishing related infrastructure (applicants should seek funding from the general NSW Recreational Fishing Trust funding or the “NSW Boating Now” program)
- Construction of general amenities such as picnic tables, footpaths, toilet blocks, BBQs, and other picnic area enhancements
- Ongoing maintenance of a project site. The maintenance of a project site, post Habitat Action Grant activities, should be considered as part of the project proposal and can be included within the in-kind support from the applicant or project partners.

### Who decides how the Habitat Action Grant funds are spent?

The Minister for Primary Industries receives advice on Habitat Action Grant expenditure from the Advisory Council on Recreational Fishing. Sub-committees of the Advisory Council make recommendations to the Advisory Council based on recommendations determined by a Habitat Action Grant Technical Assessment Panel. This Technical Panel consist of members from a range of backgrounds, but who have expertise in aquatic habitat rehabilitation and includes two members of the Recreational Fishing Trust Expenditure Committees.

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### How to apply

Applications can be made by completing the attached Habitat Action Grants application form and submitting it by **5 pm Friday 16 October 2015** via:

- Email: [fish.habitat@dpi.nsw.gov.au](mailto:fish.habitat@dpi.nsw.gov.au) (preferred)
- Mail: Habitat Action Grants Administrator  
NSW DPI  
1243 Bruxner Highway  
Wollongbar, NSW 2477

Successful applicants will be required to:

1. enter into a Habitat Action Grant Funding Agreement
2. obtain permits, where relevant, prior to any on-ground works commencing
3. submit written reports on completed milestones (template provided) and invoices as a condition of receiving funding instalments
4. submit a final report (template provided) within 60 days of completing the project
5. acknowledge the Recreational Fishing Trusts in project publications and signage.

### Who can assist you?

For assistance in completing your application and to ensure applications are consistent with priorities for funding, contact:

Charlotte Jenkins, Fisheries Manager Fish Habitat Grant Program, 02 6626 1107, [charlotte.jenkins@dpi.nsw.gov.au](mailto:charlotte.jenkins@dpi.nsw.gov.au)

Scott Nichols, Fisheries Manager – Coastal, 02 6626 1396, [scott.nichols@dpi.nsw.gov.au](mailto:scott.nichols@dpi.nsw.gov.au)

Kylie Russell, Regional Manager – Coastal, 02 4916 3817, [kylie.russell@dpi.nsw.gov.au](mailto:kylie.russell@dpi.nsw.gov.au)

Or your local Fisheries Manager:

| Regions                                | Staff Contact      | Email  | Phone          |
|--|--------------------|--|----------------|
| Border Rivers<br>Gwydir & Namoi        | Anthony Townsend   | <a href="mailto:anthony.townsend@dpi.nsw.gov.au">anthony.townsend@dpi.nsw.gov.au</a>     | (02) 6763 1440 |
|  | Milly Hobson       | <a href="mailto:milly.hobson@dpi.nsw.gov.au">milly.hobson@dpi.nsw.gov.au</a>             | (02) 6763 1100 |
| Central West,<br>Lachlan & West<br>NSW | Rodney Price       | <a href="mailto:rodney.price@dpi.nsw.gov.au">rodney.price@dpi.nsw.gov.au</a>             | (02) 6881 1216 |
|  | Matt Miles         | <a href="mailto:matt.miles@dpi.nsw.gov.au">matt.miles@dpi.nsw.gov.au</a>                 |                |
| Murray, Riverina &<br>Murrumbidgee     | Nathan Reynoldson  | <a href="mailto:nathan.reynoldson@dpi.nsw.gov.au">nathan.reynoldson@dpi.nsw.gov.au</a>   | (02) 6042 4208 |
|  | Katherine Cheshire | <a href="mailto:katherine.cheshire@dpi.nsw.gov.au">katherine.cheshire@dpi.nsw.gov.au</a> | (02) 6229 7716 |
| North & Mid North<br>Coasts            | Charlotte Jenkins  | <a href="mailto:charlotte.jenkins@dpi.nsw.gov.au">charlotte.jenkins@dpi.nsw.gov.au</a>   | (02) 6626 1107 |
|  | Simon Walsh        | <a href="mailto:simon.walsh@dpi.nsw.gov.au">simon.walsh@dpi.nsw.gov.au</a>               | (02) 6626 1256 |
| Hunter &<br>Hawkesbury-Nepean          | Kylie Russell      | <a href="mailto:kylie.russell@dpi.nsw.gov.au">kylie.russell@dpi.nsw.gov.au</a>           | (02) 4916 3817 |
| South Coast &<br>Southern tablelands   | Jillian Reynolds   | <a href="mailto:jillian.reynolds@dpi.nsw.gov.au">jillian.reynolds@dpi.nsw.gov.au</a>     | (02) 4428 3406 |



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1. Project title:

2. Is this project proposal in a coastal catchment (i.e. east of the Great Dividing Range) or an inland catchment (i.e. west of the Great Dividing Range)? (Please circle or delete as appropriate).

COASTAL INLAND

3. Contact details\* (\*Personal details will only be used to contact you to provide additional information about your application, and other matters related to the Habitat Action Program)

Organisation:

ABN: GST registered? Yes / No

Postal address:

Project manager name:

Phone number: Mobile:

Email:

4. Project team and identified role and area of expertise of each team member\*

Table with 3 columns: Name, Role and expertise, Contact Details. Includes rows for Ph: and Email: for each team member.

5. Previous project experience

Have you or the organisation managed other similar projects previously? Yes / No

If Yes, provide details:

Table with 4 columns: Grant source, Project Name, Completed?, Yes / No. Two rows for project details.

6. Proposed project duration From January 2016 onwards.

Start date: End date:



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**7. Project summary** (Please provide a brief project description, **40 words or less**).

**8. Project location**

Please attach photos of the site and a map indicating site location. Note: if the application is successful, photos can be taken from the same point during works and post-works to show the project's progress i.e. a photo point.

Street address:

Lat:

Long:

Nearest town:

Waterway name:

River catchment:

Is the site open to the public? (please delete or circle as appropriate) Yes No

Who owns/manages the land?

Land owner/manager contact number

Are approvals required? Note: A successful Habitat Action Grant application does not negate the requirement for a permit if applicable (please delete or circle as appropriate) Yes No

Have approvals been obtained (please delete or circle as appropriate) Yes No Pending

**9. Background** Include the identified need for the proposed project and what issue the project will address.

**10. Project objectives** What do you plan to achieve?



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11. Benefits Describe direct benefits to recreational fishing.

12. What are your planned outcomes?

Table with 4 columns: Activity, Unit 1, Unit 2, Unit 3. Rows include Riparian fencing, Weed management, Fish passage works, Re-snagging, Revegetation, Wetland rehabilitation, Erosion protection works, and Production of educational resources.

Other (please describe):

13. Methodology How do you propose to carry out the project? Attach plans or diagrams where applicable.

14. Maintenance Please provide detail as to what activities will be implemented at the project site to promote general care and survival of the works once works have been completed.

15. Project consultation and support Who has previously assessed this proposal? Attach letters of support or expert advice. Note: preference will be given to applications which demonstrate recreational fisher support and/or involvement.

16. Project promotion How will the project activities and outcomes be promoted to the wider community? E.g. local media, newsletters, social media. Note: Project promotion and communication is encouraged.

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**17. Budget** Provide a full cost breakdown of the total project including the project items for which you are seeking a Habitat Action Grant and those that do not require Habitat Action Grant funding, including in-kind support (noting the requirement for dollar for dollar matching support).

**Note: a maximum of \$40,000 (excluding GST) can be sought for individual project applications using this application form.**

Good and services tax (GST):

- If you, or the organisation administering the project, **are registered for GST**, please quote GST exclusive costings in your budget. The Trust will add GST to your grant payment.
- If you, or the organisation administering the grant, **are not registered for GST**, you will stay pay GST on goods and services, therefore you need to quote GST inclusive prices in your budget

### Example Budget

| Project item:<br>Description of activity item, quantity & cost per unit                 | Total cost per item | Funding Habitat Action Grant | Funding other (applicant in-kind, voluntary, other grant etc) |
|---|---------------------|------------------------------|---|
| eg. Design and specification (rock fillets)   | \$3,000             | \$0                          | \$3,000 (Cash & in-kind Landcare, CMA, Council)               |
| eg. Environmental Assessment - REF, planning & permit approvals – 70 hrs @ \$76/hr      | \$5,320             | \$0                          | \$5,320 (Council, CMA)  |
| eg. Structural works (contractor)<br>200m rock fillets (2m3 rock / linear m @ \$250/m); | \$50,000            | \$20,000                     | \$30,000 (CMA Cash)   |
| eg. Weed Control<br>10 days x 2 contractors @ \$350 each per day, herbicide \$500       | \$7,500             | \$7,500                      | \$0   |
| eg. Native tubestock for revegetation<br>1000 plants @ \$1.75 per plant                 | \$1,750             | \$1,750                      | \$0   |
| eg. Tree guards, stakes etc.<br>1000 sets @ \$1.00ea                                    | \$1,000             | \$1,000                      | \$0   |
| eg. Voluntary labour - Revegetation<br>35 hours x 3 volunteers @ \$30 per hour          | \$3,150             | \$0                          | \$3,150 (In-kind Landcare)                                    |
| eg. On-going maintenance/weed control<br>2 day/yr @ \$700/day for 4 years               | \$5,600             | \$0                          | \$5,600 (In-kind Landcare)                                    |
| <b>Total</b>  | <b>\$78,020.00</b>  | <b>\$30,250.00</b>           | <b>\$47,070.00</b>  |



# Fish Habitat Action Grants Application Form



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**Your Project Budget**  
Add more rows as required

| Project item:<br>Description of activity item, quantity & cost per unit | Total cost per item | Funding Habitat Action Grant | Funding other (applicant in-kind, voluntary, other grant etc) |
|---|---------------------|------------------------------|---|
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
|   |                     |                              |   |
| <b>Total</b>  | \$                  | \$                           | \$  |



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18. Milestones Break your project down into major steps some of which can be linked to a funding payment instalment. Please ensure a minimum of 20 % of the total Habitat Action Grant requested is linked to the submission of the Final Report.

Example

Table with 4 columns: Proposed Milestone Date (insert timeframe in months), Milestone description, Funding Payment (%), and Funding Payment (\$). Includes example milestones like 'Execution of Funding Agreement' and 'Submission and approval of final report'.

For completion by applicant

Table for applicant completion with 4 columns: Proposed Milestone Date (insert timeframe in months), Milestone description, Funding Payment (%), and Funding Payment (\$). Includes a 'TOTAL' row at the bottom.

Applicant checklist Please complete the following before submitting your application

Checklist table with 2 columns: Question and Y/N. Questions include: 'Have you answered all the questions in the application form?', 'Have you provided a letter of approval/support from the landowner...', 'Have you provided letters of support and contact details from other stakeholders...', 'Do you have matching funding...', 'Have you obtained technical advice from NSW DPI Fisheries...', 'Have you included photographs and a map of the proposed project site?'.