Habitat Action Grants Application Form 2019

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

*Before completing this application you must read the Application Guidelines 2019 listed on the website at: https://www.dpi.nsw.gov.au/fishing/habitat/rehabilitating/ahr-grants-program

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. Funding Requested: $

   Your estimated in-kind contribution: $

4. Contact details:* (*To be used to contact you to seek additional information about your application, or matters related to the Habitat Action Program)

   Organisation:

   ABN:  GST registered? Yes / No

   Postal address:

   Project manager (Title, First name, Surname):

   Phone number:  Mobile:

   Email:

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Role within this project</th>
<th>Expertise within this project</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Email:</td>
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</table>

*Project team members are those who are actually involved in managing the project, rather than those who have provided one-off advice (these people can be listed in Section 15).

5.1. Project Partners: List all other parties who have, or will provide financial or in-kind support towards your project. List the details of support being provided.

Submissions close 5 pm Friday 20 September 2019
Email completed applications to fish.habitat@dpi.nsw.gov.au
5.2. Conflict of interest: Please outline any perceived or actual conflict of interest that may result from members of the project team.

5.3. Previous project experience:

<table>
<thead>
<tr>
<th>Grant source</th>
<th>Date applied</th>
<th>Project Name</th>
<th>Completed?</th>
<th>Date completed</th>
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</thead>
<tbody>
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</table>

If not complete, explain why:

<table>
<thead>
<tr>
<th>Grant source</th>
<th>Date applied</th>
<th>Project Name</th>
<th>Completed?</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
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</table>

If not complete, explain why:

6. Proposed project duration: (projects should run for 12 months only).

Start date:  
End date:

7. Media summary: (40 words or less - this will be used for website promotion - please provide a brief project description, more information can be provided in Section 10).

8. Project location and ownership:

<table>
<thead>
<tr>
<th>Street address:</th>
<th>Latitude: (decimal degrees: eg -33.903666)</th>
<th>Longitude: (decimal degrees: eg 151.196145)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lot/DP or Crown Land Identification Number and Reserve Name:</td>
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<tr>
<td>Nearest town:</td>
<td>Waterway name:</td>
<td>River catchment:</td>
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</tbody>
</table>

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

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If Yes, provide details:
Who owns/manages the land?   Choose: local government / state government / private/ other
Land owner/manager contact number:

9. Development approvals:
Note: A successful Habitat Action Grant application does not negate the requirement for a NSW DPI Fisheries permit if applicable

Are development approvals required? (please delete or circle as appropriate) Yes / No
If yes, outline details.

Have approvals been obtained or discussed with applicable government agency? (please delete or circle as appropriate) Yes / No / Pending / N/A
If yes, outline details.

10. Background: (Include the identified need for the proposed project and what issue the project will address. For degraded areas, describe the impact/cause of degradation and outline how the project will remove or mitigate this cause – include photos of degraded habitats).

11. Project objectives: Please list what you plan to achieve.


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13. What are your planned outcomes?

<table>
<thead>
<tr>
<th>Riparian fencing</th>
<th>(km)</th>
<th>Revegetation</th>
<th>(km)</th>
<th>(ha)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weed management</td>
<td>(km)</td>
<td>(ha)</td>
<td>Wetland rehabilitation</td>
<td>(ha)</td>
</tr>
<tr>
<td>Fish passage works</td>
<td>(no. of structures)</td>
<td>Re-snagging</td>
<td>(no. of snags)</td>
<td></td>
</tr>
<tr>
<td>Fish passage works</td>
<td>(km of habitat opened up)</td>
<td>Fish hotels / Engineered log jams</td>
<td>(no. of structures)</td>
<td></td>
</tr>
<tr>
<td>Erosion protection works</td>
<td>(km) with rock or wood NOT revegetation activities</td>
<td>Production of educational resources</td>
<td>(e.g. no. of signs/ brochures)</td>
<td></td>
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</tbody>
</table>

Other outcomes not listed above (please describe):

14. Methodology: How do you propose to carry out the project? Describe the stages of the project, including timeframes for each stage, and the methods and personnel that will be employed at each stage. Attach plans or diagrams where applicable.

Please note: Projects will be funded for 12 months only. For larger projects that can be broken up into different stages of activity, it may be possible to apply for stage 1 during this round of funding.

15. Project consultation and support: Attach letters of support or expert advice.

Please note: preference will be given to applications which demonstrate recreational fisher support and/or involvement. You must speak to one of the DPI Fisheries staff listed in the Guidelines document regarding your project during development of the application.

15.1 Who from the contact list (refer to Guidelines document) have you spoken to about this proposal?

Who else have you spoken to about the project?

16. 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. Include who will be responsible for these activities. The contribution toward matching funds of maintaining the project is capped at 3 years; however 3 years should be viewed as a minimum maintenance period after works are completed and the Final Report has been submitted.

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

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**Budget:** Provide a full cost breakdown of the total project including the project line items for which you are seeking a Habitat Action Grant. You must also include in the project budget table any and all in-kind support (noting the requirement for dollar for dollar matching support).

Please note: a maximum of $40,000 (excluding GST) can be sought for individual project applications.

**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 still pay GST on goods and services, therefore you need to quote GST inclusive prices in your budget.

**Example Budget** (rock fillet erosion control, riparian fencing, weeding and revegetation)

<table>
<thead>
<tr>
<th>Guide Only – ENSURE VALUES ARE RELEVANT TO YOUR PROJECT.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1 Project item: Description of activity item, quantity &amp; cost per unit</th>
<th>2 Total cost per item</th>
<th>3 Funding Habitat Action Grant</th>
<th>4 Funding other (applicant in-kind, voluntary, other grant etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Design and specification (rock fillets) – professional technical expertise (incl. project design, construction methodology etc.): 14 hours @ $150/hr</td>
<td>$2,100</td>
<td>$0</td>
<td>$2,100 (Cash &amp; in-kind LLS, Council)</td>
</tr>
<tr>
<td>e.g. Environmental Assessment - REF, planning &amp; permit approvals (professional) – 70 hrs @ $100/hr</td>
<td>$7,000</td>
<td>$0</td>
<td>$7,000 (Council, LLS)</td>
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<td>e.g. Technical support &amp; on site supervision (contractor) - 20 hrs @ $80/hr</td>
<td>$1,600</td>
<td>$1,600</td>
<td>$0</td>
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<td>e.g. Structural works (materials): 100m rock fillets (320 tonnes quarry rock @ $35/tonne);</td>
<td>$11,200</td>
<td>$10,000</td>
<td>$1,200 (landholder cash)</td>
</tr>
<tr>
<td>e.g. 1 roll geofabric</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>e.g. Construct 100m rock fillets, 20t excavator, allow 3 days = 21 hours @$140/hr</td>
<td>$2,940</td>
<td>$2,940</td>
<td>$0</td>
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<tr>
<td>e.g. 150m fencing materials @$10/m</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0</td>
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<tr>
<td>e.g. Fencing install 3 days 2 people @$45/hr</td>
<td>$1,890</td>
<td>$0</td>
<td>$1,890 (In-kind landholder)</td>
</tr>
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<td>e.g. Native tubestock for revegetation 500 plants @ $4 per plant including tree guards</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$0</td>
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<tr>
<td>e.g. Voluntary labour – Weeding and revegetation 5 days (35 hours) x 2 people @$35 per hour</td>
<td>$2,450</td>
<td>$0</td>
<td>$2,450 (In-kind landholder)</td>
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<td>e.g. On-going maintenance/weed control 6 days/yr x 2 people @ $35/hr for 3 years</td>
<td>$8,820</td>
<td>$0</td>
<td>$8,820 (In-kind landholder)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$42,500</strong></td>
<td><strong>$19,040</strong></td>
<td><strong>$23,460</strong></td>
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Column 1 – describe item in detail (breakdown costs). Column 2 – total item and project costs. Column 3-4 – funding request from Habitat Action Grant and in-kind contributions. Total for Column 4 must be greater than total in Column 3.

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18. Your Project Budget:

Have you received funding or are you expecting to receive funding for this project from another source? Y/N
If YES you must identify the other party as project partner in your application. You may include this as in-kind to your project. You must identify the project line items to which this money will be used.

Please be realistic with costings – include quotes where possible.

**Administration:** cost associated with your project are **not** to exceed 10% of your total project budget.

**In-kind and voluntary labour** – maximum $35/hour only.

<table>
<thead>
<tr>
<th>Project item: Description of activity item, quantity &amp; cost per unit.</th>
<th>Total cost per item</th>
<th>Funding Habitat Action Grant</th>
<th>Funding other (applicant in-kind, voluntary, cash other grants etc.) Minimum Dollar for Dollar Contribution</th>
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Add more rows as required.

<table>
<thead>
<tr>
<th>Total</th>
<th>$</th>
<th>$</th>
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**NOTE: 20% of the total budget is retained for the final payment. This will be provided on completion of the project and receipt of the project’s final report. Should the application be successful, a suitable payment schedule may be negotiated between the 2 parties.**

### BEFORE YOU SUBMIT

Please ensure you meet the program’s requirements **BEFORE** submitting your application. Applications will not be assessed if you do not have the following, if you do not have any of these, please explain:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Y/N</th>
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<tbody>
<tr>
<td>Minimum dollar for dollar (1:1) matching funds, either in-kind support or dollars?</td>
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<tr>
<td>Involvement or support from local recreational fishers/fishing club?</td>
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<td>Included letter of support from local recreational fishers/fishing clubs?</td>
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<tr>
<td>Letters of support and contact details from landholders and other stakeholders/partners involved in the project?</td>
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<tr>
<td>You must have spoken to NSW DPI Fisheries contacts listed in Guidelines document (for project suitability to the program). State who below.</td>
<td></td>
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<tr>
<td>Name of NSW DPI Fisheries contact spoken to:</td>
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<tr>
<td>Obtained technical advice from other experts as required (e.g. bank stabilisation, fish passage, re-snagging).</td>
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<tr>
<td>Location Map</td>
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<td>Site Photos</td>
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<td>Answered all the questions in the application form?</td>
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