

National Parks and Wildlife Service

Friends of Parks - Small Grants Program

Frequently Asked Questions

Applications close at 2pm, Monday 17 October 2022 (ACDT)

Below are answers to a number of frequently asked questions relating to the Friends of Parks Small Grants application process. The Grant Guidelines provide assistance with preparing your application. For assistance with lodging your application please refer to the DEW Grants Management System Application Guide.

Project Details

1. How should we word our project title?

A: The title should be concise and descriptive of what your project is aiming to achieve and, if possible the general location, e.g. 'Feral Olive control in the Waite Conservation Reserve'.

2. Where can my project be located?

Projects/activities can either be located on parks and reserves 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 on other land tenure (Note: the Landholders' permission is required as part of the application).

3. Do I need to contact my NPWS Liaison Ranger (or District Ranger) prior to submitting an application?

A: Yes. You will need to contact your Liaison Officer to check if your project is supported by NPWS prior to submitting your Application Form. A key element of the assessment process is evaluating the proposed project against regional priorities identified in the appropriate regional plans. With early communication, the Liaison Ranger can assist you with your application.

4. What if my group works across multiple parks and doesn't have a specific DEW Liaison Ranger?

A: A number of Friends of Parks groups operate across multiple parks and/or land tenure across the state. For groups that operate across multiple parks please contact a District Ranger to discuss your project. For groups that operate outside of parks please ensure the Landowner Endorsement Form is signed by the legal landholder.

5. If a project involves property adjoining a park, do you need to show the landowner's contribution?

A: Yes, this is an important component of an application for cross-boundary or off-park projects. The land owner adjoining the park might be keen to contribute to a weed management or habitat restoration project located on both park and their property, and provide funds or loan machinery. Note. You will need to provide a copy of the landholder's legal permission (Landowner Support Form) providing consent to access their land to undertake the project. Applications should also describe the identified conservation outcomes across the different land tenures, and the relevant plan the project links to.

6. What types of activities can be included in a Friends of Parks Small Grant?

A: Projects that may be funded can include:

- Pest plant control
- Protective fencing
- Habitat restoration or maintenance
- Animal control
- Revegetation

- Wildlife monitoring and survey work
- Threat management
- Access management
- Erosion control
- European or Aboriginal heritage site maintenance, protection and restoration
- Track maintenance
- Personal Protective Equipment (PPE)
- Safety training or equipment
- Hand tools
- Training courses (may include conference attendance)
- Botany (e.g. herbariums or plant identification)
- Fuel reimbursement
- Miscellaneous items will be considered in the context of the activity

Where member groups apply for fuel reimbursement as part of the budget submission, the National Parks and Wildlife Service (NPWS) draft Fuel Subsidy policy criteria will apply i.e. first 300km travelled is the individual's cost, then a motor vehicle allowance rate of \$0.78 cents per kilometre to a maximum of \$300.00 per vehicle per year can be claimed. This policy is currently under review. If you are including fuel costs, please specify this in your application and list it as a separate budget item.

7. Are pest animal control activities allowed under the grants program e.g. fumigation, shooting, or baiting?

A: Groups interested in applying for grants for projects that include these activities must discuss their proposal with NPWS regional staff, who will consider a range of issues including WHS and industry requirements, appropriate qualifications, experience and equipment for the specific activity, and whether this activity is able to be supported by the region.

8. Are groups required to provide in-kind or a co-contribution to match the funding amount?

A: Yes. 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. The value of Volunteer hours will be calculated at the Volunteering SA &NT rate for 2022/23 of \$42.40/hr.

9. Can we include the purchase of PPE, hand tools and equipment to undertake on-ground work and demonstrate our in-kind volunteer hours through working bees?

A: Yes. Groups are welcome to apply for training, PPE, handtools, and other minor plant and equipment to assist in the group's ongoing activities. The in-kind volunteer hours may be reflected through planned working bees.

Please ensure the prices included are GST exclusive. It's likely you'll need to remove the GST component from the individual costs – to do this divide the amount that includes GST by 1.1.

For example, the group project includes the purchase of 20 x gardening gloves @ \$10 each; 4 x large pruners @ \$75 each and 400 x seedlings @ \$4.50 each. Your group are intending to hold 4 working bees during the year for 3 hours each with a minimum of 6 members at each working bee.

Before you enter your application remove the GST component from the cost estimates:

- Gardening gloves @ \$10 / 1.1 = \$9.09
- Large pruners @ \$75 / 1.1 = \$68.18
- Seedlings @ \$4.50 / 1.1 = \$4.09

In your application include the details of the volunteer hours for planned working bees in a separate line including the number of working bees, time per working bee and estimated number of members. Multiply these together to get your total volunteer hours and enter in the Volunteer Hours field (the value will be automatically calculated in the system)

- 4 working bees x 3 hours x 6 volunteers = 72 hours

The above example would appear in the budget table as follows:

Work Plan and Budget

	Project Activity *	Start Date *	Finish Date *	Volunteer Hours (No.)	Volunteer hours value (No. x \$42.40)	Contributions from other sources (\$)	Grant funding requested (\$)	Total activity costs (\$)
1	Garden gloves x 20 @ \$9.09 each	1-Feb-23	1-Feb-24		0.00		181.80	\$181.80
2	Large pruner x 4 @ \$68.18 each	1-Feb-23	1-Feb-24		0.00		272.72	\$272.72
3	Seedlings x 400 @ \$4.09 each	1-Feb-23	1-Feb-24		0.00		1636	\$1,636.00
4	4 x working bees for 3 hours with 6 members	1-Feb-23	1-Feb-24	72	\$3,052.80			\$3,052.80
+ Add				72	3,052.80	0.00	2,090.52	5,143.32

10. Can we purchase equipment to help us undertake on-ground work?

A: Groups are encouraged to borrow or hire equipment, however, purchase of equipment and tools may be considered if it can be demonstrated that this is essential to the delivery of ongoing specified works. Please note that your group will be responsible for maintenance, secure storage and any insurance costs.

Applicant Details

11. Our group is currently undertaking a project funded by a grant from a previous round of funding. Are we able to apply?

A: Yes, provided there are no overdue reports e.g. progress report or financial acquittals.

12. Can our group submit more than one application?

A: Yes. If there is more than one project you would like to carry out, you can submit a separate application for each, provided they are distinct from each other and you have the capacity to deliver them within the 12 month period.

13. Can our group partner with another group?

A: Yes. Your application should clearly outline the nature of the partnership and the respective functions each group will undertake as part of the proposed project. These details should be provided as a supporting document in the Supporting Documents tab. One of the groups needs to be clearly identified as the lead group for correspondence, reporting and overall responsibility for the project and the application should be submitted in the name of the lead group.

14. Who should be the contact person for our application?

A: This will be the person who will coordinate the application, and for successful projects will receive the Grant Agreement and subsequent communication. They will also be responsible for reporting on the project.

15. How do we find our Incorporation number / date?

A: Your group’s Certificate of Incorporation will provide these details. If you are unable to locate your group’s Certificate of Incorporation check the Australian Securities and Investments Commission website: <https://connectonline.asic.gov.au/RegistrySearch/faces/landing/SearchRegisters.jspx>

16. Our community group is not incorporated – can we apply?

A: Yes. Non-incorporated groups are encouraged to apply and will require the support of a sponsoring organisation. DEW can only enter into funding agreements with incorporated groups so when applying for a grant non-incorporated groups must seek sponsorship from an incorporated organisation that is prepared to take responsibility for the legal and financial accountability of the project, such as Friends of Parks Inc. If successful, the Grant Agreement will need to be signed by both the proponent and the sponsor. The sponsor will receive the funding on behalf of your group and will be required to provide financial acquittals of project funds to be signed by your group’s representative as well as the sponsor’s representative.

If you would like to nominate a sponsoring organisation other than Friends of Parks Inc, please enter the organisation’s information into the Grants Management System and upload a signed letter from the incorporated sponsor organisation, acknowledging they will receive and be responsible for the funding. A Sponsor Support template letter is provided on the Grants Management System.

If you would like to the Friends of Parks Inc to act as your sponsoring organisation please enter the following information into the Grants Management System under the 'Sponsoring Organisation' tab. You are not required to upload a signed Sponsor Support form as this will be managed centrally.

Sponsoring Organisation

Sponsoring Organisation Name: Friends of Parks Inc
Sponsoring Organisation ABN: 32 457 858 155
Please select the Sponsoring Organisation's legal entity type: Association – incorporated under the Associations Incorporation Act 1985
Incorporation Number: A21376
Is the sponsoring organisation GST registered?: Yes

Sponsoring Organisation Contact

Title: Mrs
Given Name: Pamela
Last Name: Smith
Position: Secretary
Address Line 1: Level 9, 81-95 Waymouth St
Address Line 2:
Town/Suburb: ADELAIDE
State: SA
Postcode: 5000
Phone 1: 8124 4784
Email: Pamela.Smith@sa.gov.au

17. We have forgotten our group's ABN / GST status. How do we find it?

A: A community group can have an ABN without registering for GST. However, to register for GST a group must have an ABN. You can search for your ABN/GST status online at <http://www.abr.business.gov.au/Index.aspx>

18. How does an Australian Business Number (ABN) affect our grant?

A: Having an ABN means that your community group will not be subject to 49% withholding tax on the grant funds. If your group does not have an ABN, and is successful in applying for a grant, you will need to complete and return a 'Statement by a Supplier' form with your Grant Agreement. Without the 'Statement by a Supplier' form, 49% of the grant payment is required to be deducted and passed on to the Australian Tax Office (ATO) under the 'No ABN withholding' arrangements.

19. How does Goods and Services Tax (GST) affect our grant?

A: If your group is registered for GST, we will add the GST component to your grant payment. For example, if your grant amount is for \$5,000 and your group is registered for GST, the payment to the group will be \$5,500 (\$5,000+ \$500 GST). A GST component cannot be paid to groups who are not registered for GST. If your group is not registered for GST, the grant payment will be for the amount requested in the group's application, which should be GST exclusive.

20. Our group currently has overdue reports for previous grant projects. Are we able to apply?

A: No. Applications from groups with overdue reports will not be considered. Reports will need to be submitted and accepted before the closing date for applications.

Budget and Finances

21. When do works need to be completed by?

A: Works need to be completed within twelve months of receipt of funding. Grant agreement and funding will be finalised by early February 2023. Your final report is due one month after the completion date. Your project completion date will be determined from the timeline within your application.

22. Due to circumstances beyond my control, I may not be able to complete my project within the agreed timeframe. What can I do?

A: In the case that events beyond your control delay your project (such as unseasonal weather conditions), please contact the Volunteer and Visitor Programs Unit as soon as you are aware of any difficulties. You may be able to apply for a 'variation to application' which will be considered on a case by case basis.

23. What if we don't spend all funds that were paid to us?

A: You can only spend grant funds on items identified in your application. If you have excess funds at the end of your project you will need to report on actual funds spent in your final report. Do not return funds

as DEW will issue an invoice for the outstanding funds upon receipt of your final report or upon your advice. If you anticipate having unspent funds, please contact us as soon as possible to discuss.

Supporting Documents

24. What supporting documents do I need to upload?

A: For projects located on non-DEW managed land the Landowner Consent form is required. If your group is unincorporated and you are nominating a sponsoring organisation that is not the Friends of Parks Inc you will need to upload the signed letter from the Sponsoring Organisation. Your project may include quotes from contractors and other estimates, other approvals or you may have a map of the project area. Please upload all supporting information to help in the assessment of your application.

25. What approvals do I need to attach?

A: Some projects may require further approvals under legislation. If additional approvals are required to carry out the proposed works, please ensure that these have been uploaded to the Supporting Documents tab in the Grants Management System.

Examples of required project approvals include:

- Seed collection permits under the *National Parks and Wildlife Act 1972* (Section 49) - a permit is required to collect native plant material from public land.
- Water affecting activities under the *Landscapes South Australia Act 2019* (Section 104) - if the project is near or involves watercourses/wetlands/creeks then it may need a 'water affecting permit'. It is your group's responsibility to apply to the regional Landscapes Board for necessary permits before commencing any works.
- Land/soil affecting activities control policies under the *Landscapes South Australia Act 2019* (Section 33) - if the project involves altering the state of the land or soil (e.g. the potential for erosion by removing weeds without follow up revegetation) then it may need a permit. Projects that potentially affect the land need to be referred to the relevant regional Landscapes Board for advice.

Other

26. How will applications be assessed?

A: 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.

27. Will the Friends Group receive the funds directly?

A: The Small Grants will be administered by the Friends of Parks Inc. Board. DEW will provide the funds to the Board and the successful Groups will receive the funds in full to manage the invoice payments themselves. Funding is over one year from receipt of the funds.

28. When will we be informed whether our proposed project has been successful?

A: Applicants will be advised by the end of December 2022 whether or not their proposed project(s) were successful. Grant Agreements will be sent to successful proponents.

29. Will there be another round of funding in 2022-23?

A: No. Only one round will be offered.

More information

For grant enquiries, please contact Volunteer & Visitor Support Programs staff at:

DEWVolunteers@sa.gov.au or telephone 8124 4838.

For enquiries relating to system access or uploading your application please contact:

DEW.Grants@sa.gov.au

<https://www.environment.sa.gov.au/get-involved/grants-and-funding/npws-friends-parks-grant-programs>