

Hunter Local Land Services Community Small Grants and Education Scholarships Program 2018-21 Guidelines for Applicants

Hunter Local Land Services, through funding from the Catchment Action NSW program, will be delivering a 3 year program to community groups, individuals, networks or associations, to support the following objectives.

Program Objectives

The program will support community in building knowledge, skills and participation in “ **land management practices***”:

The **Community Small Grants program** aims:

- 1) To build individual/groups skills and knowledge in land management practices
- 2) To build community participation, knowledge and skills with community organisations, groups or local communities

The **Education Scholarships program** aims:

- 3) To provide opportunities for individuals aged **18-45** to build skills and knowledge in land management practices through informal or formal training opportunities, in particular individuals who are Aboriginal or Torres Strait Islanders, individuals who are developing agricultural careers or involved in industry groups or agricultural networks, or are active Landcare Network/Group members.

(training can include, but is not limited to, conferences, formal training such as TAFE short courses, and other informal training or networking or mentoring opportunities- Scholarships can be considered for more than 1 individual (such as a small group) within 1 application)

***Land Management Practices definition:** can include, but is not limited to, activities that improves soil condition, pasture cover, stock health and welfare, increasing property and farm production outcomes, threatened species/native fauna conservation, river health, water quality, cultural learning and assessment, weed or pest control practices, native vegetation enhancement e.g. planting, creating nesting or breeding sites for fauna, marine debris/waste management in sensitive areas (such as e.g. public reserves, National Parks or wetlands), , property, farm through land restoration planning activities and emergency management planning.

Program Information

Applications Open	26th November 2018
Program Closes	30th June 2021
Final date for completion of projects	As per individual contracts (usually on a date agreed in the Contract, or by 30 May each year- whichever date comes first)
Closing Dates for Funding Rounds	Closing dates for Applications are below. Applications will be assessed within 2 weeks of the following Rounds. Please note these dates in regards to your proposal/activity.
multiple rounds over 3 years	Submit your applications by: 2018 1 December 2019 1 February, 1 March, 1 April, 1 July, 1 October, 2020 1 February, 1 March, 1 April 1 July, 1 October 2021 1 February, 1 March



<p>Funding Availability</p>	<p>Maximum \$2000 per project (Community Grants) Maximum \$1000 per scholarship (Education Scholarships)</p> <p>There will be approximately \$30,000-\$45,000 per financial year available for this program, with nominal allocations to the Upper Hunter, Lower Hunter and MidCoast Districts to ensure fair access across the Hunter LLS region.</p> <p>Rounds will be postponed when funds for the financial year have been exhausted (and updated on the web site). In these circumstances, applications submitted will be carried over into next year's rounds.</p>
<p>Ineligible Activity/ Criteria</p>	<ul style="list-style-type: none"> • Activities that have already been funded • Activities that are of personal or private benefit • Your organisation/group is subject to an Independent Commission Against Corruption (ICAC), Local Land Services (LLS), Department of Primary Industries (DPI) or other legal investigation • Activities that do not align with the intended outcomes (skills and knowledge in land management practices and/or building community participation, skills and knowledge within organisations and communities) • Capital items generally will not be funded, unless there is a strong justification (where the items directly support learning outcomes)
<p>Eligibility Criteria</p>	<p>GENERAL</p> <ul style="list-style-type: none"> • Maximum of 1 application per group per financial year • Maximum of 2 applications per individual for scholarships over the 3 years • All applications should determine budgets based on quotes/actual costs. All projects should retain all receipts for project activities, as projects may be audited on completion. • All recipients must use Hunter LLS evaluation forms (for projects and scholarships, and submit evaluation results to Hunter LLS) within 2 weeks of end of contract date/project completion with Final Reports. • Applicants/groups must be residing in or registered in the Hunter Local Land Services region • All Projects must be completed within the agreed contract date, or on or before the 30th May of the financial year the grant was offered. <p>COMMUNITY SMALL GRANTS</p> <ul style="list-style-type: none"> • All Community Group Projects must submit a <ul style="list-style-type: none"> ❖ <u>Final Report</u> within 2 weeks of contract end date, which will include details of the event and number of participants/people engaged, overview of skills/knowledge and learnings, ❖ Submit all <u>Evaluation Forms</u> completed at the event(LLS Evaluation Forms will be provided) ❖ And, at <u>least 2 photos</u> from the event/activity that can be used by Hunter LLS for promotional purposes. • The group/organisation must have been in operation for at least 6 months

	<ul style="list-style-type: none"> Your organisation/ community group must either be incorporated OR auspiced by an organisation that is incorporated or has an ABN. <i>Unincorporated groups can access financial assistance; however, a tax invoice from a supplier (e.g. caterer, guest speaker) must be issued for payment directly to Hunter LLS.</i> Your project must aim to build community participation and knowledge and skills with community organisations or local communities Your project can seek funding of up to \$2000 for Community engagement and participation. Projects and or knowledge and skills building, field based events such as tree planting/demonstration days are eligible. <p>EDUCATION SCHOLARSHIPS</p> <ul style="list-style-type: none"> Expenses for individual scholarships may be paid direct to the accommodation or training provider on behalf of the individual.(as per the agreed amount), or as agreed, please note this in your application. Individuals must report on the outcomes of their scholarship activity on completion (any time within the 3 year Grants program) and demonstrate they completed their course/attended the event. Individuals seeking scholarships must be able to demonstrate their involvement in a land management based network, community group, association, organisation or club for eligibility (such as Landcare, LALC/traditional owner group, school or not for profit group) <p>Individual scholarships can apply to registration/course fees, direct travel and accommodation costs up to \$1000 only (no catering, meals or other related expenses)</p>
<p>Assessment Criteria Community Small Grants</p>	<p>Successful projects will be selected using the following criteria based on how well they meet each of the criteria, and the funding available(nominal allocation per funding round). All projects must meet all criteria below at a minimum to be considered for funds.</p> <p>An assessment panel will review all applications and score each of the criteria and rank projects based on total scores.</p> <p>1 Community involvement: The extent to which the project is supported by the local community and/or will actively generate community support and participation.</p> <p>2 Skills and knowledge gained will provide public benefits: The extent to which the project will result in local land management benefits or engagement of local community, such as influencing best management practices, improving decision making and linkages to other activities or local priority issues.</p> <p>3 Evidence-based decisions: The extent to which the applicant has sought appropriate advice (including from LLS) and consulted with relevant stakeholders and is implementing/demonstrating best practice techniques or seeking professional advice in delivery.</p> <p>4 Collaboration and Linkages: The extent to which the project engages partners, landholders and local communities, as appropriate, and builds into other local programs or priorities.</p> <p>5 Risk management: The applicant has considered risks to project delivery, safety</p>

	<p>and the environment and identified appropriate controls to themselves, contracted parties and general public/other participants.</p>
<p>Assessment Criteria Education Scholarships</p>	<p>Successful projects will be selected using the following criteria based on how well they meet each of the criteria, and the funding available(nominal allocation per funding round). All projects must meet all criteria below at a minimum to be considered for funds. An assessment panel will review all applications and score each of the criteria and rank projects based on total scores.</p> <p>1 Skills and knowledge gained will provide public benefits: The extent to which the training/course knowledge will be shared with others (such as newsletter stories/write ups, local presentations, implementing action plans or other on ground priorities that will support local action etc)</p> <p>2. How skills will be utilised: The extent to which the knowledge gained will be implemented into future activities, within local community or groups.</p> <p>3. Demonstrates linkages between knowledge learned and personal goals of the individual, and how these new skills will be applied within the community group/network they are involved with and complement career goals or pathways.</p>
<p>Ineligible Activity/ Criteria</p>	<ul style="list-style-type: none"> • Activities that have already been funded • Activities that have already been delivered • Activities that are of purely personal or private benefit • Your organisation/group is subject to an Independent Commission Against Corruption (ICAC), Local Land Services (LLS), Department of Primary Industries (DPI) or other legal investigation • Activities that do not fit within land management activities. <p>See Definition on page 1</p>
<p>Who can apply (but not limited to)</p>	<p><u>Community Small Grants Program (Skills Knowledge and Community Participation Projects):</u></p> <ul style="list-style-type: none"> • Community groups • Landcare groups • Schools • Local Aboriginal Land Councils (LALCs) • Committees/Associations • Not for profit organisations • Industry/producer groups <p><u>Education Scholarships Program:</u></p> <ul style="list-style-type: none"> • Individuals aged between 18-45 who are members of or who are actively involved with any of the groups listed above. • Priority will go to the following individuals: <ul style="list-style-type: none"> ❖ Aboriginal and Torres Strait Islanders , OR ❖ Who are developing Agricultural careers or involved in Industry groups, OR ❖ Who are Landcare Network/Group members

<p>Further information</p>	<p><u>Lower Hunter (Cessnock, Maitland, Port Stephens, Newcastle, Dungog LGAs)</u> Eva Twarkowski (02) 4938 4930 <u>Upper Hunter (Upper Hunter, Muswellbrook, Singleton LGAs)</u> (02) 0417 352 694 Teresa Hogan <u>Manning Great Lakes (Midcoast LGA)</u> (02) 6551 8994 Reegan Walker</p> <p>Or Email admin.hunter@lls.nsw.gov.au</p>			
<p>Lodging applications</p>	<p>Or lodge on our ONLINE APPLICATION FORM (contact us via above details for assistance) https://hunter.lls.nsw.gov.au/our-region/grants-funding-scholarships</p> <p style="text-align: center;"><u>Hunter Local Land Services</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">816 Tocal Road Paterson NSW 2421</td> <td style="width: 33%; text-align: center;">2 Flemington Drive Scone NSW 2337</td> <td style="width: 33%; text-align: center;">98 Victoria Street Taree NSW 2430</td> </tr> </table>	816 Tocal Road Paterson NSW 2421	2 Flemington Drive Scone NSW 2337	98 Victoria Street Taree NSW 2430
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<p>Examples of Skills and Knowledge, and Community Participation Projects that can be funded (group, network or associations)- up to \$2000 (per group/per year maximum 3 applications)</p>	
<p>Public Awareness raising events-</p>	<p>such as involvement in festivals, public displays, static displays, ore development of educational resources/kits, online resources.</p>
<p>Public/Closed Workshops-</p>	<p>such as tailored workshops for your group members, or public workshops inviting local community, this includes development of resources or kits that facilitate workshop activities</p>
<p>Public/Closed Field based events-</p>	<p>where activities will build local community knowledge in on ground activities and land management practices, this can include a examples such as: community tree planting events, farm visits or demonstration site visits, or project plan development where community is involved in planning activities open to the public or specific to your group</p>
<p>School programs-</p>	<p>that build students/school communities knowledge of relevant environmental, agricultural or cultural land, and emergency management issues</p>
<p>Closed Group training events-</p>	<p>where a training event is tailored/delivered to a community group to build relevant skills to local projects or initiatives - such as pest training for 1080/pindone use, chemical application training, weed ID and training, drone/app training, property planning etc</p>

Examples of Individual Scholarships that can be funded (individuals who are involved in groups, networks or associations)- up to \$1000 (per individual, per year maximum 3 applications)

Conference attendance- individuals who can demonstrate the conference will build their knowledge skills to bring back to their community group, network or association (examples include Landcare conferences, Firesticks conferences, Weed conferences etc) (can be interstate)

Formal training- subsidising course costs associated with an individual course such as TAFE Agricultural short courses (pest control, fencing, agricultural studies), university studies that provide an accreditation(can be interstate)

Informal training- such as attendance to workshops/workshop series, field days or local training opportunities that are non-accredited (can be interstate)

Community Small Grants Application Form

Contact Details
<p>What District Are You in:</p> <p><input type="checkbox"/> Upper Hunter <input type="checkbox"/> Lower Hunter <input type="checkbox"/> Mid Coast</p>
<p>Name of applicant/organisation:</p>
<p>Application to:</p> <p><input type="checkbox"/> Community group project</p>
<p>Contact person (if different from above):</p>
<p>Contact details of proponent:</p> <p>Role in Organisation:</p> <p>Postal address:</p> <p>Daytime phone number(s):</p> <p>Email:</p>
<p>Australian Business Number (ABN):</p>
<p>Are you registered for GST? Yes / No</p> <p>GST registered name: <i>If you are registered for GST and you are successful in getting a grant you will be paid 10% GST on top of the grant amount requested.</i></p>
<p>Are you an incorporated association? Yes / No</p> <p>Incorporation Number: If not, either provide the name and ABN of the auspicing organisation, or write 'pay supplier' if you would like Hunter LLS to pay your expenses directly (no auspicing required for this option):</p>
A) Community Group Project Application ONLY:
Project Name and Description
<p>What is the name of the event/activity: <i>i.e Dungog Grazing and Pasture management field day</i></p> <p>></p> <p>What are the activities you are proposing to run/deliver, and who will be supporting you to run this (and what are their skills/knowledge level to address the topic/advise your activities, how will community will be involved?: <i>i.e Deliver a community workshop to the Dungog area on pasture weeds and grazing practice, employing expert agronomist Phil Smith from Pasture and Grazing Solution and local council staff will also be involved on the day, and working with members of our Dungog Grazing Association(DGA), we will hold the event on one of our members properties to showcase management practices and issues. We will promote our event to local dairy and beef graziers of the Dungog area and surrounds, and encourage them to register to our event. We will have a morning tea and lunch and encourage networking, and seek new community members to join our DGA group. We aim to have at least 30 community members attending.</i></p> <p>>What activities:</p> <p>>Who supporting planning(partners and members):</p> <p>>How community involved:</p>

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A) Community Group Project Application ONLY:

Organisational Details	
1. Please provide an outline of your group/organisation’s role in sustainable natural resource management, supporting Aboriginal communities in caring for Country, agriculture, biosecurity or emergency management:	Score <i>(for Hunter LLS use only)</i>
2. How long has your group/organisation been operating for?	

<p>3. Has your group previously worked with, or received funding from, the following organisations? <i>(please tick)</i></p> <p>Hunter Local Land Services <input type="checkbox"/> Department of Primary Industries <input type="checkbox"/></p> <p>If yes, please provide brief details (year, project name, funding obtained where possible.)</p> <p>></p>	
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Project Description	
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<p>6. Timeframe of project:</p> <ul style="list-style-type: none"> • Proposed Commencement date: • Proposed Completion date: 	
<p>7. How will your project build community skills and knowledge in land management practices?</p> <ul style="list-style-type: none"> • <i>E.g increased knowledge on control methods for Pasture Weeds in local area,</i> • <i>Or increase awareness of pest animal issues through dissemination of Pest Animal fact sheets and other information at local Festival event in Dungog,</i> • <i>Or increased knowledge of revegetation best practice through hands on involvement at community field days- where a briefing on the day with local experts/consultants will demonstrate best practice revegetation methods</i> <p>></p>	
<p>8. How will your project increase participation and involvement in land management practices? And why are these practices/issues important to your area, how will your activity support them to be implemented?</p> <ul style="list-style-type: none"> • <i>E.g community will be invited to attend the Weed Control workshop within the local area through newspaper articles, Facebook and letterbox invitations, the workshops will provide key information on how to treat locally significant weeds, and the Local Council Weed Officer will be involved on the day to demonstrate removal techniques, and Agronomist (LLS) will discuss pasture weeds of threat. Participants will be able to apply control and identify these weeds on their own properties. Rabbits are a significant threat to local bushland, important habitat for the Long Nosed Potoroo, which is also suffering from predation from foxes.</i> 	

<ul style="list-style-type: none"> • <i>Or public display stall will be run by volunteer members from our group, and actively engage and discuss Pest Animal issues and encourage membership to our group. Pest control pamphlets will be distributed, to raise awareness of local rabbit and fox management issues, and encourage landholders to join the group to participate in a coordinated control program.</i> • <i>Or the revegetation event will be run with our volunteer members and school students, and we will also advertise for local community to also attend. Participants will address an area that has been degraded by weeds and erosion, and community involved will learn about vegetation management and identify ways that they can apply these skills on their own properties.</i> <p>>How increase involvement: >Why important: >Support implementation:</p>	
<p>9. Have you previously been funded to undertake a project with the same/similar outcomes as the project you are seeking funding for in this application? Yes/ No</p> <p>Details if Yes:</p>	
<p>10. Describe how your activity is linked/contributes to a broader program or project or issue in your area:</p>	
<p>11. How have you ensured the information is technically sound and demonstrates best practice information, in your planning or in your delivery? Who have you contacted?</p>	
<p>12. What Work Health and Safety measures will you apply to minimise incidents (accident, injury or near miss to participants, yourself or contractors/employed organisations during the event/activity), or damage to environment, or risks around delivery (such as weather impacts)?</p> <ul style="list-style-type: none"> • • 	
<p>11. Project Location (<i>Insert Lot(s), DP, Local Government Area if applicable</i>):</p> <p>></p>	

12. Please list the specific activities to be funded under the Community Small Grants Program and include indicative costs:

Activity/expense	Grant Costs	In-kind Cost (if applicable)~\$35 p/hr for volunteer hours	

Total funds sought from LLS:			

I agree to use the Hunter LLS Evaluation Form at my event /activity to collate skills and knowledge, and participation/involvement at the event

I have read and understood the guidelines for funding on behalf of _____.
(Your organisation/group name)

Signature: _____

Name: _____

Date: _____

Hunter LLS Office use only:

Date Application received:	Next Assessment Date:
Essential requirements met: Y / N	HR Number:
Hunter LLS Team Leader signature:	Approved: Y / N Date:

Individual Scholarship Application Form

Contact Details
What District Are You in: <input type="checkbox"/> Upper Hunter <input type="checkbox"/> Lower Hunter <input type="checkbox"/> Mid Coast
Name of applicant:

Application to: <input type="checkbox"/> Individual Scholarship
Contact person (if different from above):
How old are you?
Contact details of proponent: Postal address: Daytime phone number(s): Email:
Are you Aboriginal or Torres Strait Islander? Yes/No, If Yes What LALC region/community or Aboriginal association/group are you from: >
Are you developing an Agricultural career, or a member of an Industry Association/ group? Yes/No If Yes: please provide more information here: >
Are you a member of a Landcare group/similar Network/Association? Yes/No If Yes, please provide more information here: >
Scholarship Details
Is the training event: Conference <input type="checkbox"/> Formal training course <input type="checkbox"/> Informal training/workshop attendance <input type="checkbox"/> Other <input type="checkbox"/> If Other- provide details: What is the name of the training/knowledge event you are seeking scholarship for? > Where is the training/knowledge event to be held? > What is the date/s of the training/course? > Please provide web link to course details/accommodation quotes here: >

Training Description
<p>1. How will attending this event increase your knowledge/understanding of land management practices?</p> <ul style="list-style-type: none"> • <i>(e.g attending the conference will provide me with a range of knowledge on farm practices, soil health, animal husbandry and more,</i> • <i>Or the Conservation and Land Management course will provide me additional skills to my current Agricultural Diploma, so I can improve farm management practices and understand ecological values of the land</i> • <i>Or Attending the Firesticks Conference will improve my knowledge of local cultural practices, and allow me to learn from local elders and communities</i> <p>></p>
<p>2. How will the knowledge you hope to gain be applied to your own land management practices? How will you share what you learn with others?</p> <ul style="list-style-type: none"> • <i>(e.g I will have improved skills that I can share with the local grazing club that I am involved I, and will present a formal presentation to them at our next meeting, and develop a newsletter article for our club newsletter</i> • <i>Or My skills will improve our family farm day to day and long term planning,</i> • <i>Or I will share my knowledge with my local Traditional Owner group, and actively seek to apply skills in managing some of our traditional owned lands in the Awabakal LALC region), I also will deliver a short presentation to our local LALC board members (12 members) in June on what i learnt.</i> <p>></p>
<p>3. What are your personal career goals/ambitions? How will this training/education or knowledge gained contribute to your goals? How will those skills also be applied within your network/group or industry or aboriginal community?</p> <ul style="list-style-type: none"> • <i>e.g My personal goals are to run my own farm OR</i> • <i>my personal career goals are to establish my own Land Management Team with Aboriginal workers within the next 5 years</i> • <i>I will use the skills to develop a local volunteer group and network to bring individuals of similar views together, and we can run a small network to initiate efforts in a local reserve.</i>

Please list the specific activities to be funded under the Community Small Grants Program and include indicative costs:

Activity/expense (include details)	Scholarship Costs	In-kind Cost/personal contributions (if applicable)	
Course costs*:			
Travel costs*:			
Accommodation costs*:			
Total funds sought from LLS:			
*please ensure web links to training details are included as per Question 6, or attach			

scans/copies separately with this application	
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I agree to complete a Hunter LLS Evaluation Form to document the skills/knowledge gained, and how I have shared this with others/applied skills in my own land management practices

I have read and understood the guidelines for funding, and reporting requirements

Signature: _____

Name: _____

Date: _____

Hunter LLS Office use only:

Date Application received:	Next Assessment Date:
Essential requirements met: Y / N	HR Number:
Hunter LLS Team Leader signature:	Approved: Y / N Date:

