

# Guidelines for Applicants to the Flying-foxes Grants Program

Updated December 2016

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## About the Flying-foxes Grants Program

The NSW Office of Environment and Heritage (OEH) and Local Government NSW (LGNSW) will assist Local Councils and County Councils (councils) and Regional Organisations of Councils (ROCs) to manage flying fox camps in their areas, consistent with the Flying-Fox Camp Management Policy 2015.

The Program has the following objectives:

- To assist councils to implement emergency flying-fox camp management measures where there are significant community impacts.
- To assist councils to prepare flying-fox camp management plans.
- To assist councils to implement approved actions in flying-fox camp management plans.

### Funding

A total of \$1 million in funding has been made available to NSW councils under the Flying-foxes Grants Program. Councils will be required to commit matching funds or in-kind contributions for any proposal on a 1:1 basis.

Funding is available under three streams:

**Stream 1** – Implementing emergency flying-fox camp management measures where there are significant community impacts.

- Funding available: \$0.5 million
- Maximum grant size: \$50,000
- Applications can be made from 16 June 2016 until 30 April 2017 and will receive funding if they are for eligible activities and meet the assessment criteria (subject to funding availability).

**Stream 2** – Preparing flying-fox camp management plans.

- Funding available: \$0.2 million
- Maximum grant size: \$15,000
- Applications can be made from 16 June 2016 until 30 April 2017 and will receive funding if they are for eligible activities and meet the assessment criteria (subject to funding availability).

**Stream 3** – Implementing approved actions in flying-fox camp management plans.

- Funding available: To be determined
- Maximum grant size: \$50,000
- Applications will be assessed on a contestable basis against other applications using the assessment criteria
- Second funding round opens 2 January 2017 and closes 17 February 2017

### Definitions

**Camp management plan** – A council adopted document that records the decisions a land manager has made about managing a flying-fox camp (or a number of camps).

**Flying-fox** – Grey-headed flying-fox (*Pteropus poliocephalus*), Black flying-fox (*Pteropus alecto*), or Little red flying-fox (*Pteropus scapulatus*)

**Flying-fox camp** – Any vegetation occupied by flying-foxes during daylight hours.

**Flying-fox camps of national importance** – Camps that have contained  $\geq 10,000$  grey-headed flying-foxes in more than one year in the last 10 years, or have been occupied by more than 2,500 grey-headed flying-foxes permanently or seasonally every year for the last 10 years. The [National Flying-fox Monitoring viewer](#) shows the location of camps of national importance.

**Foraging flying-fox** – A flying-fox in flight or occupying vegetation outside of daylight hours.

**Roosting flying-fox** – A flying-fox occupying a flying-fox camp.

**Matching funds grant** – Councils will be required to commit matching funds or in-kind contributions for any proposal on a 1:1 basis, e.g. a grant proposal requesting \$30,000 in grant funds will require a commitment of \$30,000 in matching funds or in-kind contributions from council and/or other sources. Proposals with higher matching cash contributions may be more competitive in the assessment process.

**Threat to life or property** – Damage to trees and other vegetation by flying-foxes that is assessed as posing a danger to life or property by a qualified arborist.

**Unprecedented incursion** – Flying-foxes have established a camp in a previously undocumented location, OR flying-foxes have moved closer to human settlements from a previously documented location, OR the number of flying-foxes present at a camp is higher than previously documented numbers, based on counts using established CSIRO methodologies.

## Who can apply?

Grants are open to NSW Local Government organisations including councils and ROCs. Collaboration with NSW agencies, Aboriginal Land Councils, business, research and community organisations is encouraged however each grant application must be lodged by a Local Government organisation that will be responsible for administering the grant.

Where multiple flying-fox camps are involved, or where a camp occurs across multiple tenures, collaboration with one or more councils, regional organisations, private sector or government agencies and other organisations is encouraged.

Funding is generally available on a 1:1 basis (\$1 local council: \$1 grant funding). Matching funds can include cash and in-kind contributions. For streams 1 and 2, local councils with the capacity to do so are encouraged to contribute more than 1:1. For stream 3, priority will be given (unless exceptional circumstances can be demonstrated) to applications with a higher council: grant funding ratio.

Amounts are capped for each grant under a stream so that support can be provided to as many councils as possible. Regional Organisations of Councils can apply for up to \$150,000 across all streams if the grant is for more than one local council area.

## Eligible Activities

### Stream 1: Implementing emergency flying-fox camp management measures

To be eligible for a grant under Stream 1, the proposal must:

- Demonstrate that impacts on the local community from a flying-fox camp or camps are significant and immediate. Impacts will be considered in the following circumstances:
  - The impact of flying-foxes on the camp are such that conditions represent a threat to life or property, AND/OR
  - There is an unprecedented incursion of flying-foxes, AND
  - The flying-fox camp is within 300 metres of human settlements including residences, businesses, schools and hospitals

## Stream 2: Preparing flying-fox camp management plans

To be eligible for a grant under Stream 2, the proposal must:

- Relate to a flying-fox camp for which a camp management plan has not already been completed, AND
- Have commitment from Council to seek adoption of the completed plan.

Where the camp is not on council-managed land, council must agree to be the proponent for funding and implementation purposes. Funding applications to revise existing camp management plans will also be considered.

## Stream 3: Implementing approved actions in flying-fox camp management plans

To be eligible for a grant under Stream 3, the proposal must:

- Relate to actions in a camp management plan (completed or draft), AND
- Relate to management actions for Grey-headed flying-foxes that, where necessary, have been approved by Office of Environment and Heritage under the Threatened Species Conservation Act (1995), AND/OR
- Relate to management actions for Black or Little red flying-foxes that, where necessary, have been approved by Office of Environment and Heritage under the National Parks and Wildlife Act (1974).

All proposals must be consistent with the Flying-fox Camp Management Policy 2015. Proposals for actions likely to require a licence will need to submit a licence application form to the [relevant OEH office](#) in addition to their funding application. Funding will only be provided to successful applicants once necessary approvals have been granted. Applicants should seek all necessary licences and approvals under relevant legislation before or at the same time as applying for funding to ensure the timely delivery of proposed actions.

Proposals for actions at flying-fox camps of national importance may require referral under the Environment Protection and Biodiversity Conservation (EPBC) Act (1999).

## Ineligible projects

The Flying-foxes Grants Program will not fund the following activities:

- Any activities which occur before the grant agreement is signed.
- Any activities for which necessary licences or approvals under NSW legislation have not been granted.
- Activities at flying-fox camps of national importance that do not meet the mitigation standards in the Australian Government's [Referral guideline for management actions in Grey-headed and Spectacled flying-fox camps](#).
- Activities that propose to cull flying-foxes.
- Activities that propose disturbance of a flying-fox camp during periods when:
  - resident female flying-foxes are heavily pregnant until the young can fly independently
  - daytime temperatures are extremely high or expected to be extremely high (over 37 degrees Celsius).
- The Flying-fox grants will not fund works that primarily target noxious weeds. Such weeds are considered the core responsibility of landowners and are enforceable by local control authorities. Flying-fox camp management actions such as creating a buffer between camps and residents often entail the trimming, removal and/or control of woody weeds such as Camphor Laurel and Lantana. Projects proposing the removal and/or control of

environmental weeds may be funded, where the applicant's matching contribution focuses on weed management and the flying-fox grant funding caters for other elements of the action such as community engagement, community support, erosion control and revegetation.

Refer to the OEH [Camp Management Plan Template](#) for indicative flying-fox breeding cycles.

Guidance on the types of initiatives eligible for Flying-foxes Grants Program funding

Examples of Stream 1 initiatives may include:

- Community engagement and education initiatives that aim to ensure local communities are safe and impacts of flying-foxes are minimised.
- Provision of subsidies or materials to affected community members to mitigate impacts of the camp such as car and clothesline covers, cleaning equipment and services.
- Camp management actions such as removal of tree limbs or whole trees, weed removal or trimming of understorey vegetation.
- Creation of buffers such as clearing or trimming of canopy trees at the camp boundary.
- Camp dispersal or disturbance in accordance with a detailed dispersal plan.
- For camps that pose a threat to life or property, proposed actions should directly address that threat. For example where trees have been damaged by flying-foxes and have been assessed by a qualified arborist as posing a safety risk.

Examples of Stream 2 initiatives may include:

- Reasonable costs incurred by council in the preparation of a camp management plan including:
  - Community engagement activities such as workshops, forums and surveys.
  - Engagement of a consultant to prepare all or part of a camp management plan or to revise an existing plan.
  - Habitat mapping.

Examples of Stream 3 initiatives may include:

- Community education initiatives about flying-fox ecology, camp management and matters of human and animal health.
- Camp vegetation restoration and creation.
- Provision of subsidies or materials to affected community members such as car and clothes line covers, cleaning equipment and services, and home modifications.
- Routine camp management actions such as removal of tree limbs or whole trees, weed management or trimming of understorey vegetation.
- Creation of buffers such as clearing or trimming of canopy trees at the camp boundary.
- Disturbing flying-foxes at the boundary of a camp to encourage roosting away from human settlement.
- Camp dispersal in accordance with a detailed dispersal plan.

#### Maintenance of grant-funded works

Successful grant recipients are responsible for ensuring the ongoing maintenance of works implemented by the project into the future.

### Application process

1. Confirm your eligibility to apply for funds

- Submit all application documents, including letters of support and authorisation via the online portal. The link is provided on [LGNSW's website](#). Applications under Stream 1 and 2 can be submitted up until 30 April 2017. Applications under Round 2 of Stream 3 close 17 February 2017.

## Assessment criteria

Eligible applications will be assessed by a Technical Committee including LGNSW, OEH and technical expertise against the following assessment criteria:

| Criteria |  | Detail   | Stream |   |   |
|----------|--|--|--------|---|---|
|          |  |  | 1      | 2 | 3 |
| 1        | Suitable approach  | Addresses impacts of flying-foxes on local communities while minimising harm to flying-foxes <ul style="list-style-type: none"> <li>Clear explanation of the impacts to be addressed.</li> <li>Proposal identifies appropriate measures to address impacts.</li> <li>Measures to avoid and/or mitigate harm to flying-foxes are included.</li> </ul> | ✓      |   | ✓ |
|          |  | Suitable approach to develop a camp management plan <ul style="list-style-type: none"> <li>Clear provision for community engagement in developing a plan.</li> <li>Council commitment to adopt the plan upon completion. Where councils are in caretaker mode, administrator-level commitment to adopt the plan will be required.</li> </ul>         |        | ✓ |   |
| 2        | Level of Support   | <ul style="list-style-type: none"> <li>Collaboration within and across local government organisations, project partners and with external stakeholders.</li> </ul>   | ✓      | ✓ | ✓ |
| 3        | Project planning (ability to deliver the project to a high standard) | <ul style="list-style-type: none"> <li>Sound project planning and methodology.</li> <li>Outputs and milestones clearly targeted towards achieving stated outcomes.</li> <li>Measurable stated outputs and milestones, both quantitative and qualitative.</li> </ul>  | ✓      | ✓ | ✓ |
| 4        | Value for money  | <ul style="list-style-type: none"> <li>Cost effectiveness and funding ratio, including co-contributions and in-kind support.</li> <li>Well planned and costed budget.</li> <li>Project risks identified and addressed.</li> </ul>  | ✓      | ✓ | ✓ |

## Submitting your proposal

### Documentation

Applications must be submitted via the on-line portal. The link will be provided on [LGNSW's website](#).

A project report template will be made available to successful applicants.

### Partnerships

Obtaining the support of other organisations/groups is important when managing flying-fox camps that cross multiple tenures. Working with other organisations in the region can also demonstrate that you have considered the potential regional implications of proposed management activities. You should provide evidence of your project partners' support when submitting your application. Please note partnerships are not an essential criterion for funding.

### Letters of support

Letters of support are only required to confirm project partner involvement. These should be submitted with your application, must be signed by a senior manager or senior office bearer of the organisation providing them, and should include details of any cash and in-kind support.

### Good and services tax (GST)

All councils are registered for GST, so do not include any GST in your budget when you fill in your application. LGNSW will add GST to your grant payment.

### Insurance

It is a condition of grant that you have public liability insurance of \$20,000,000 and any other appropriate insurance cover for all your measures, works, activities and volunteer personnel. You need accident insurance for the life of the project and you need to ensure that all the people you employ are covered by workers' compensation insurance.

### Attachments

Any additional material submitted with your application must be kept to a minimum. Please consider including relevant sections, or extracts of documents, rather than the whole plan. Use of web links to documents is also strongly encouraged.

### Closing date for submission of proposals

Applications must be submitted via the on-line portal. The link is provided on [LGNSW's website](#).

Applications under streams 1 and 2 can be submitted any time until 30 April 2017 (subject to funding availability).

Applications for round 2 under stream 3 will open in 2 January 2017 and close on 17 February 2017.

All components of your application must be provided electronically, including all attachments. If this is not possible please contact Rod Hardwick (LGNSW, [rod.hardwick@lgnsw.org.au](mailto:rod.hardwick@lgnsw.org.au)) or ph: 0439 098 172) or Susy Cenedese (LGNSW, [susy.cenedese@lgnsw.org.au](mailto:susy.cenedese@lgnsw.org.au)) or ph: 9242 4080).

### Acknowledgement of receipt of applications

You should expect acknowledgement of your application within the next business day after submitting your application. Acknowledgement will be via email.

### Notification of grant decisions

The successful applicants will be announced on the LGNSW website as they are approved. Applicants will also be notified via email. Written contract agreements will be provided to successful applicants and funding will be awarded on completion of the Flying-foxes Grants Program Grant Agreement.

### Management of grants

A grant agreement will be provided to successful applicants including information on project timeframes, payment milestones, reporting requirements, tax invoices, financial statements and project evaluation.

### Project completion

Projects may commence as soon as the Grant Agreement is finalised. All projects should be completed by 30 June 2017.

### Payment Timetable

Funding will be provided in staged payments to most grants (80% initially) with one instalment provided on receipt of a signed Grant Agreement. A final payment (20%) will be paid on acceptance of a satisfactory final report, required by 30 September 2017.



### Who to contact if you need further help

If you require further help with your application, please contact Rod Hardwick (LGNSW, ph: 0439 098 172 or [rod.hardwick@lgnsw.org.au](mailto:rod.hardwick@lgnsw.org.au)) or Susy Cenedese (LGNSW, ph:9242 4080 or [susy.cenedese@lgnsw.org.au](mailto:susy.cenedese@lgnsw.org.au)).

### Assessment and approval process

Program staff will check whether your application is eligible and sufficiently complete for assessment purposes. Program staff may also contact you for further information about your application.

The Flying-foxes Grants Program has a Technical Committee to assess the applications. The Technical Committee consists of people with knowledge and experience in flying-fox camp management. The Technical Committee will assess the merit of your proposal by using the assessment criteria outlined in these guidelines and will make recommendations to the Flying-foxes Grants Program Management Committee (representatives from OEH and LGNSW). The Management Committee, having considered the Technical Committee's recommendations, determines which applicants will receive grants.

Decisions by the Management Committee are final.

### Conflict of interest

Applicants are required to declare any real, potential or perceived conflict of interest (COI) that they may be aware of in relation to the awarding of a grant.

### Obligations of successful applicants

Successful applicants will be required to:

- Provide written evidence of partnership funding where relevant.
- Obtain any necessary licences or approvals to undertake the work prior to undertaking work.
- Sign a Grant Agreement that sets out terms and conditions associated with the grant.
- Comply with all conditions contained in the Grant Agreement.
- Provide evidence of appropriate insurance coverage (see page 7).
- Forward a tax invoice to the LGNSW for each instalment of their grant, if applicable.
- Seek prior approval from the LGNSW to alter proposed outputs, milestones or budget variations more than 10 per cent.
- Provide all required project reporting and comply with all conditions contained in the Grant Agreement. Note that progress reports may be required for larger projects.
- Provide a final report including a financial report certified by the Chief Financial Officer or certifying accountant. Guidance on the format of the final and progress report will be provided by LGNSW.
- Acknowledge OEH and LGNSW's support in all promotional material or any public statement about your project and include logos on relevant written material.
- Be prepared for all knowledge gained as part of the grant to be made publically available.
- Contribute to evaluation of the project through the reporting process.
- Ensure that all procurement and employment is undertaken in line with your organisation's internal policies and guidelines.

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