



REEF GUARDIAN GRANTS

Guidelines

Version 1.1 - December 2017



Australian Government

**Great Barrier Reef
Marine Park Authority**

Reef Guardian Grants Guidelines

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1. About the Reef Guardian Grants Program

Reef Guardians is an initiative of the Australian Government's Great Barrier Reef Marine Park Authority (the Authority). It provides activities and support to enable the community to *work together today for a healthier Reef tomorrow*.

This Grant Program replaces previously existing granting activities run by the Authority including the Ripples of Change Grants, the Local Marine Advisory Committee Project Funds and the Science for Management Awards.

The Reef Guardian Grants encourage Reef Guardians, Local Marine Advisory Committees, and the scientific and wider community to identify and collaborate on locally relevant projects that will positively influence current and future values of the Great Barrier Reef (the Reef). These activities are a component of the investment in delivering on-ground stewardship actions that support the [Reef 2050 Long-Term Sustainability Plan](#) outcomes and targets.

The objective of the Program is to support locally relevant stewardship and research projects which provide accessible opportunities for the community to contribute to caring for the Reef. Successful projects will not only contribute to positive environmental outcomes, they will assist in building pride, confidence, and will strengthen the local community's capacity and motivation for further stewardship of the Reef.

Within this context, the aims of the Program are to:

- Foster a culture of community stewardship of the Reef;
- Stimulate and empower communities to take local action, to enhance health and resilience of the Reef;
- Develop partnerships and networks within Reef communities, extending to management agencies, Traditional Owner Groups and Indigenous Ranger Programs and partner institutions;
- Influence social and environmental drivers affecting the Reef, its catchment and communities; and
- Enable research that informs future management of the Reef.

The Australian Government will invest in activities within the Commonwealth's constitutional and legislative powers, to help achieve objectives and outcomes of the [Reef 2050 Long-Term Sustainability Plan](#). This includes activities that fulfil Australia's obligations under international environment treaties and agreements. The Program's objectives contribute to one or more of the Constitutional Authority grants under the *World Heritage Convention Act (1975)*. This program will help the Australian Government meet its obligations in [Reef 2050 Long-Term Sustainability Plan](#).

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2. Available funding

Funding is available for projects contributing to the conservation and protection of the Reef's environment, biodiversity and heritage values and/or mitigating one or more of the key threats to the Great Barrier Reef, including (but not limited to): climate change, coastal development, land-based run-off and direct use.

There are three categories for Reef Guardian Grants summarised below.

Category	To do what	Who can apply	How much is available
Stewardship Grants	<p>Implement environmental initiatives in local communities.</p> <p>Increase awareness of the Great Barrier Reef.</p> <p>Encourage stewardship in local communities via direct action projects.</p>	<p>Active Reef Guardian Schools or Councils.</p> <p>Community or environmental group endorsed by a Reef Guardian School or Council (must be a legal entity with an ABN).</p>	<p>From \$500 to \$4,000 per grant (excluding GST).</p> <p>Up to \$30,000 per financial year for Stewardship Grants.</p>
Community Grants	<p>Regionally specific projects that raise local communities' awareness and / or participation in activities that improve the health and resilience of the Great Barrier Reef.</p>	<p>Any group or individual endorsed by the Local Marine Advisory Committee relevant to the region in which the project will occur (must be a legal entity with an ABN).</p>	<p>From \$500 to \$2,000 per grant (excluding GST).</p> <p>A maximum of \$2,000 per granting round for each Local Marine Advisory Committee region.</p> <p>Up to \$24,000 per financial year for Community Grants.</p>
Research Grants	<p>Research directly relevant to the planning and management of the Great Barrier Reef.</p> <p>Research that directly addresses the knowledge gaps identified in the current Great Barrier Reef Marine Park Authority's Science Strategy and Information Needs document and makes a contribution to the Reef's ecologically sustainable use and management.</p>	<p>Postgraduate students studying towards a doctorate or master's degree at an Australian university.</p> <p>Scientists employed at an Australian university or scientific institution.</p> <p>The supporting University must endorse the application and supply their ABN.</p>	<p>From \$1,000 to \$25,000 per grant (excluding GST).</p> <p>Up to \$70,000 per financial year for Research Grants.</p> <p>The total funding offered per round is at the discretion of the Authority, and will be noted annually on the Authority's website.</p>

If an opportunity develops for a project incorporating more than one grant category or more than one Local Marine Advisory Committee region; a combined grant with multiple partners may be considered. Contact the Reef Guardian Grants staff to discuss any such opportunities, phone (07) 47 500 700 or email grants@gbrmpa.gov.au.

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3. Type of activities funded and funding use

Category	Eligible uses of funds <i>(include but are not limited to)</i>	Ineligible uses of funds
Stewardship Grants	<ul style="list-style-type: none"> ▪ Travel to project site ▪ Services or consultants ▪ Signage for project site ▪ Purchase of small consumables <i>(e.g. plants and shovels)</i> ▪ Advertising, marketing and promotion ▪ Reef focused community events 	<ul style="list-style-type: none"> ▪ Capital or equipment costs <i>(incl. computers, software and cameras)</i> ▪ Teacher Replacement Scheme (TRS) costs ▪ Merchandise (incl. giveaways) ▪ Prize money ▪ Hospitality ▪ Grant administration ▪ Insurance / legal costs ▪ Office consumables <i>(e.g. stationery)</i>
Community Grants	<ul style="list-style-type: none"> ▪ Travel to project site ▪ Services or consultants ▪ Signage for project site ▪ Purchase of small consumables <i>(e.g. plants and shovels)</i> ▪ Advertising, marketing and promotion ▪ Reef focused community events 	<ul style="list-style-type: none"> ▪ Capital or equipment costs <i>(incl. computers, software and cameras)</i> ▪ Teacher Replacement Scheme (TRS) costs ▪ Merchandise (incl. giveaways) ▪ Prize money ▪ Hospitality ▪ Grant administration ▪ Insurance / legal costs ▪ Office consumables <i>(e.g. stationery)</i>
Research Grants	<ul style="list-style-type: none"> ▪ Travel necessary to undertake the project ▪ Fees associated with research project <i>(e.g. Research Station Bench Fees)</i> ▪ Other reasonable costs associated with completing the research project 	<ul style="list-style-type: none"> ▪ Capital or equipment costs <i>(incl. computers, software and cameras)</i> ▪ Purchase of books and journals ▪ Hospitality ▪ Office consumables <i>(e.g. stationery)</i> ▪ Conference attendance, including registration

4. Key Documents

The relevant documents for applying for a Reef Guardian Grant can be found on the [website](#):

- Reef Guardian Grant Guidelines
- Reef Guardian Grant Application Form
- Reef Guardian Grant funding agreement template
- Letter of Endorsement template
- Frequently asked questions

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5. Eligibility criteria and application process

To be successful, Reef Guardian Grant applications must:

- Address the assessment criteria and provide required support material;
- Apply online via SmartyGrants
- Be received by the due date.

Applicants with a proposal seeking to combine more than one of the grants will need to contact the Authority to discuss this opportunity prior to preparing their application. Such projects will need to fulfil the criteria for all of the grants relevant to the proposal.

5.1. Reef Stewardship Grants

Eligibility criteria	To be eligible, applicants must: <ul style="list-style-type: none"> • Be, or be partnered with and endorsed by an active Reef Guardian School or Council; • Undertake the project in the Great Barrier Reef World Heritage Area and/or its catchment (see map); and • Provide a completed Reef Guardian Grant application form with the necessary endorsements, and provide required financial information including ABN. • Past grant recipients with incomplete or unsatisfactory reporting of previous grant outcomes may be ruled ineligible to apply.
Application process	Application forms are available from the Authority's website , http://www.gbrmpa.gov.au/about-us/corporate-information/grants Complete the Reef Guardian Grant application form and submit the completed application to SmartyGrants by the due date.
Funding amount	From \$500 to \$4,000 per grant (excluding GST) Up to \$30,000 each financial year for all of the Stewardship Grants
Support material	Letter of endorsement by the applicant's Principal (if applicant is a School) or Chief Executive Officer (if applicant is a Council)
Assessment criteria	Applications will be assessed against the following criteria: <ul style="list-style-type: none"> • The project has clearly defined goal and description of activities (5%); • The project contributes to the conservation and protection of the Reef's environment, biodiversity and heritage values and/or addresses one or more of the key threats to the Great Barrier Reef (30%); • The objectives of the project are appropriately justified (20%); • The project reflects the aims of the Reef Guardian Program (20%); • The project is fully and realistically costed (15%); and • In-kind contributions from and collaboration with partners has been considered and outlined in the application (10%) e.g. <i>Local Council, Traditional Owners or Indigenous Rangers, Natural Resource Management agencies and community groups.</i>
Assessment process	Applications will be assessed in a competitive, merit-based process against the Program's assessment criteria. A panel comprising Authority staff with relevant expertise will assess the applications. The appropriate Authority delegate will approve the successful recipients.
Timing of application	There will be up to two funding rounds per financial year. The first round will be in September to November. If offered, the second round will be in March to May. Actual opening and closing dates are advertised on the Authority's website and GrantConnect .

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5.2. Reef Community Grants

Eligibility criteria	<p>To be eligible, applicants must:</p> <ul style="list-style-type: none"> • Be endorsed by the appropriate Local Marine Advisory Committee; • Undertake the project in the Great Barrier Reef World Heritage Area and/or its catchment (see map); • Provide a completed Reef Guardian Grant application form with the necessary endorsements, and provide required financial information including ABN. • Past grant recipients with incomplete or unsatisfactory reporting of previous grant outcomes may be ruled ineligible to apply.
Application process	<p>Application forms are available from the Authority's website. Complete the Reef Guardian Grant application form and submit the completed application to SmartyGrants by the due date.</p>
Funding amount	<p>From \$500 to \$2,000 per grant (excluding GST) A maximum of \$2,000 per granting round for each Local Marine Advisory Committee region. Up to \$24,000 per financial year for Community Grants</p>
Support material	<p>Letter of endorsement by the relevant Local Marine Advisory Committee.</p>
Assessment criteria	<p>Applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • The project has clearly defined goal and description of activities (5%); • The project contributes to the conservation and protection of the Reef's environment, biodiversity and heritage values and/or addresses one or more of the key threats to the Great Barrier Reef (30%); • The objectives of the project are appropriately justified (20%); • The project reflects the aims of the Reef Guardian Program (20%); • The project is fully and realistically costed (15%); and • In-kind contributions from and collaboration with partners has been considered and outlined in the application (10%) <i>e.g. Local Council, Traditional Owners or Indigenous Rangers, Natural Resource Management agencies and community groups.</i>
Assessment process	<p>Applications will be assessed in a competitive, merit-based process against the program's assessment criteria. A panel comprising Authority staff with relevant expertise will assess the applications. The appropriate Authority delegate will approve the successful recipients.</p>
Timing of application	<p>There will be up to two funding rounds per financial year. The first round will be in September to November. If offered, the second round will be in March to May. Actual opening and closing dates are advertised on the Authority's website and GrantConnect.</p>

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5.3. Research Grants

Eligibility criteria	<p>To be eligible, applicants must:</p> <ul style="list-style-type: none"> • Be a postgraduate student studying towards a doctorate or master's degree at an Australian university (or, in the case of overseas students, be a postgraduate student studying towards a doctorate or master's degree and be sponsored by an Australian research institute or university), or be a scientist with post-doctoral qualifications employed at an Australian university or scientific institution; • Reside in Australia for the full term of the grant; and • Undertake the project in the Great Barrier Reef World Heritage Area and/or its catchment (see map); • Past grant recipients with incomplete or unsatisfactory reporting of previous grant outcomes may be ruled ineligible to apply.
Application Process	<p>Application forms are available from the Authority's website. Complete the Reef Guardian Grant application form and submit the completed application to SmartyGrants by the due date.</p>
Funding Amount	<p>From \$1,000 to \$25,000 per grant (excluding GST). Up to \$70,000 each financial year for all of the Research Grants.</p>
Support Material	<p>Approval of the application by the applicant's supervisor and the Head of the Department/School (or appropriate delegate) with which the scientist or student is affiliated or sponsored (evidenced by their signatures on the project endorsement form).</p>
Assessment Criteria	<p>Applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Relevance to management (75%); <i>Research must be relevant to the planning and management of the Great Barrier Reef Marine Park and Great Barrier Reef World Heritage Area. Research projects must align with the research priorities identified in the Authority's Science Strategy and Information Needs document; other key guiding documents include the Great Barrier Reef Region Strategic Assessment Report, Great Barrier Reef Outlook Reports 2009 and 2014, and the Reef 2050 Long-term Sustainability Plan.</i> <i>Applications will be assessed on the extent to which they address concerns to management, and the adequacy of information currently available.</i> • Scientific design (20%); and <i>The planning and methodology of the project should be sound.</i> • Clarity / presentation of application and realistically costed budget (5%). <i>The application should be well-written, easy to understand, and adequate information should be provided by the applicant.</i>
Assessment Process	<p>Applications will be assessed in a competitive, merit-based process against the program's assessment criteria. A panel comprising Authority staff with relevant expertise in the research areas will assess the applications. The appropriate Authority delegate will approve the successful recipients.</p>
Timing of application	<p>There will be one funding round per financial year. These will open in December and close in March. Actual opening and closing dates are advertised on the Authority's website and GrantConnect.</p>

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6. Permit requirements

Some activities undertaken in the Marine Park require a Marine Parks Permit. Further information and application forms can be found on the Authority's [website -http://www.gbrmpa.gov.au/zoning-permits-and-plans/permits](http://www.gbrmpa.gov.au/zoning-permits-and-plans/permits). Please note the minimum assessment timeframe for permit applications is currently 16 weeks.

7. Conflict of interest

Applicants are required to declare (in their application) to the Authority where any actual, apparent, or potential conflicts of interest exist or might arise in relation to their application.

8. Duration of grants

The activity starts on the Agreement Execution Date and ends on the agreed Completion Date. The project must be completed within 12 months from the Agreement Execution Date.

9. Assessment process

Eligible applications will be assessed on how well they address the assessment criteria outlined in Part 5 of these Guidelines. All applications will be assessed and ranked on their merit, based on information provided in the Application Form. The Authority reserves the right at its sole and absolute discretion, to exclude from further consideration, those applications that do not contain sufficient information on which to be assessed.

A panel comprising Authority staff with relevant expertise will assess the applications and the appropriate Authority delegate will approve the successful recipients. All assessors will be required to:

- Sign conflict of interest declarations and keep them up to date; and
- Comply with the Australian Public Service Code of Conduct.

The Authority may contact applicants during the assessment process to seek clarification, for example, if the application contains ambiguous or contradictory information however, the Authority has no obligation to do so. Information which materially improves or amends an applicant's original application will not be accepted.

The Panel will provide to the appropriate delegate, recommendations on applications suitable for funding. The Panel may also take into account the following factors prior to establishing a list of projects recommended for consideration:

- The distribution of proposed projects across the Great Barrier Reef and its catchment; and
- A mix of project types.

The assessment process will determine whether the eligible applications represent an efficient, effective, economical and ethical use of Commonwealth resources, as required by Commonwealth legislation. Should any requirements need to be imposed as a condition of funding, special conditions will be included in the grant agreement.

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10. Notification of outcome

Key dates for the grants application and assessment process will be outlined on the Authority's [website](#) and [GrantConnect](#).

All applicants will receive an email acknowledging receipt of their submission. Successful and non-successful applications will receive an email notifying them of the outcome of their application. All applicants may request feedback on their application in writing to grants@gbrmpa.gov.au.

A list of successful applicants will be published on the Authority's [website](#) as well as on Grant Connect www.grants.gov.au.

11. Grant agreements

Successful applicants will enter into a Commonwealth Grant Agreement with the Authority. A Grant Agreement template is available on the Authority [website](#).

Before submitting an application the applicant must ensure they have read and accepted the terms and conditions of the Commonwealth Grant Agreement for the Reef Guardian Grants.

12. Payment of the grant

Project payments will be made in accordance with the milestone schedule included in the Grant Agreement. GST will be applied to payments based on the recipient's GST status and entity type at the time of Application, unless the Authority is notified of a change at the time of entering into a funding agreement.

13. Monitoring and reporting

In line with standard Australian Government audit and evaluation requirements, all funded Projects will be subject to financial and performance monitoring and evaluation to ensure that they meet performance indicators as detailed in the funding agreement.

All Recipients will be required to report on their project as per milestones specified in the Grant Agreement. This may include submission of a progress report/s, final report, and financial statement as part of the delivery of their Project. Travel costs incurred by Research Grant Awardees invited to present a seminar to Authority staff will be borne by the Authority.

Templates for all required reporting for the Reef Guardian Grants will be provided via SmartyGrants, examples are available on the Authority [website](#).

14. Project acquittal

Once the Project is completed, all Recipients must acquit their Project. The timeframe for final acquittal will be set out in the funding agreement and is normally within 40 business days of the agreed completion date for the Project. Templates will be provided via SmartyGrants for all reports an example is available on the Authority [website](#).

Recipients will be required to submit a financial statement (along with a Final Report). This will involve a report certifying that all funds have been used for the purpose for which they were provided, and that all terms and conditions of the Agreement were complied with.

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Recipients must keep proper accounting records for all project costs. The financial statement and final report must be endorsed by the:

- Applicant's Principal, if applicant is a school;
- Council Chief Executive Officer, if applicant is a council;
- Local Marine Advisory Committee Chair, if the applicant is associated with a Local Marine Advisory Committee; or
- Department Head of the organisation / institution / university (or appropriate delegate), if the applicant is a post-graduate student or scientist.

Where the applicant produces or publishes a book, thesis, article, newsletter, brochure, video or other literary or artistic work which relates to the Activity, the applicant must:

- Acknowledge the support of the Commonwealth of Australia (represented by the Great Barrier Reef Marine Park Authority) in the publication; and
- Forward a copy of the published material to the Authority representative as soon as practicable.

15. Fraud

Applicants should familiarise themselves with the [Commonwealth Fraud Control Guidelines](#). These guidelines provide the policy framework for the Commonwealth Government's expectations for effective fraud control when performing duties relating to the efficient, effective and ethical management of public resources.

16. Privacy

The Privacy Act 1988 (Privacy Act) regulates how personal information is handled by Australian Government agencies. The Privacy Act provides for 13 Australian Privacy Principles regulating how the Authority must handle your personal information. The Authority will store and use the personal information collected, in compliance with their obligations under the Privacy Act.

Visit the Great Barrier Reef Marine Park Authority's [website](http://www.gbrmpa.gov.au/home/privacy): <http://www.gbrmpa.gov.au/home/privacy>, for more information on its Privacy Policy.

Applicants may access or correct personal information by contacting grants@gbrmpa.gov.au.

17. Complaints and disputes

All enquiries and complaints will be handled in a manner consistent with the Authority Service Charter; available from the Authority website at www.gbrmpa.gov.au. The Authority Service Charter is a statement of the standards that clients can expect from the Authority, their rights and responsibilities and how to find out more about the Authority.

Feedback is important to Authority; please contact us with any concerns or comments about our service.

18. Further information

For more information please contact the Great Barrier Marine Park Authority via email grants@gbrmpa.gov.au phone (07) 47 500 700 or visit the website www.gbrmpa.gov.au.

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19. Definitions of key terms

In these *Guidelines* unless otherwise defined:

Authority is the Great Barrier Reef Marine Park Authority

Authority delegate means an employee of the *Authority* who is authorised by the *Minister*, or is otherwise duly authorised, to carry out the relevant functions in respect of the *Program*. For the Reef Guardian Grants this is a General Manager of a Branch of the Great Barrier Reef Marine Park Authority or delegate.

Applicant means an entity that submits an *application* for *program funding*. The applicant is the institution or business that holds the ABN.

Application form means the document issued by the *Authority delegate* that *applicants* use to apply for funding under the *program*.

Conflict of interest means the exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association.

Contact person is the person that is the project manager of the granting activity.

The Department is the Department of Environment and Energy.

Eligible activities mean the activities undertaken by a *grantee* in relation to a *project* that are eligible for funding support. This is decided by the *Program delegate* in accordance with these *guidelines* and the *grant agreement*.

Eligible use of funds means an application or proposal for *grant funding* under the *program* that the *Program delegate* has determined is eligible for assessment in accordance with these *guidelines*.

Grant agreement means a single agreement for a grant received under the *program* for a *project*.

Grant funding or **Grant funds** means the funding made available by the Commonwealth of Australia to successful *applicants* under the *program*.

Personal information means the same as in the *Privacy Act 1988 (Cth)*.

Program means the Reef Guardian Grants.

Program guidelines or guidelines mean these *guidelines* that the *Minister* gives to the *Department* to provide a framework to operate and administer the *program*, as in force from time to time.

Project means a project described in an *application* for *program funding*.

Reef focused community events could include such activities as an ecofiesta, school or community environmental days, fishing competitions and expos, Reef awareness raising activities, marine debris clean-ups, tree planting days, wetland restoration activities.

TRS is a teacher replacement scheme in Queensland Schools.