

# Cairns-Port Douglas Reef Hub

## Network Grants: Grant Guidelines

Issued 16 June 2023

### About this Grant

Potential applicants should read these Guidelines, as well as the Application Form, before deciding whether to submit an application.

**This funding opportunity aims to support individuals and organisations in the Cairns-Port Douglas Reef Hub network to share knowledge and skills, as well as build collaborative research and activities for strengthening coral reef stewardship and assisted recovery practice.**

While not an exhaustive list, applications may include the following activities:

- Coordinating and leading field days or workshops for peer to peer learning to share coral reef stewardship and assisted recovery methods or learnings
- Sharing cultural knowledge and understanding of sea country to enable culturally sensitive and holistic approaches to caring for sea country
- Undertaking and sharing targeted research, approaches or feasibility scoping that can tackle problems or bottlenecks to support broader assisted coral recovery practice to strengthen methods or outcomes

### Background

The Cairns-Port Douglas Reef Hub is an open collaborative network that connects people to share, learn, and pilot new collaborative approaches to care for the Reef in the face of climate change. The network aims to strengthen assisted coral reef recovery, protection and adaptation for the benefit of local reefs and communities.

The network has a diverse range of skills and capacity relevant to coral restoration and adaptation practice. This opportunity aims to tap into that extensive knowledge base and help grow the range of opportunities available to benefit the network and collective efforts to care for local reefs. It contributes to the Hub Pillar of Strengthened Capacity & Tools and strengthen a community of skilled reef restoration and stewardship practitioners.

### Available Funding

The total maximum funding available is up to \$100,000. Maximum project funding available is up to \$20,000 per project.

### Key Dates

Call for applications open	16 June 2023
Call for applications close	11:59 pm AEST, 24 July 2023 (EXTENDED from 19 July 2023)
Assessment against criteria and applicants advised of outcomes	July 2023
Estimated time for delivery providers to be contracted and commence on-ground works	August 2023
Activities delivered by	30 June 2024

## Who can apply?

Applicants must be based in the Cairns-Port Douglas region and have engaged previously with Hub network activities (workshops, trainings, events etc). Each applicant is eligible to submit one application for funding.

To be eligible to submit an Application Form, applicants need to also meet the following requirements:

- have an Australian Business Number (ABN) or equivalent for the country of operations
- confirmation that all actual, perceived or actual conflicts of interest are declared and a management plan is proposed
- hold or be willing to hold the required insurances: Workers Compensation; Public Liability (minimum required: \$20,000,000 per occurrence); Professional Indemnity Insurance (minimum required: \$5,000,000) and Motor Vehicles and Plant and Equipment Insurance (if applicable)
- have developed and implemented comprehensive WHS policies and procedures for the project, or is willing to undergo a WHS risk assessment, take all reasonable steps to manage identified risks, and undergo specific training or qualifications that the Foundation recommends prior to commencing the project
- complete all sections of the application form
- and accept the terms and conditions of the application and the specified terms in the sample agreement templates.

## What activities can be funded?

Projects must deliver activities to improve the engagement of the broader community in the protection of the Great Barrier Reef World Heritage Area (GBRWHA).

Whilst not exhaustive, the list below provides examples of the categories of activities and expenditures that would be considered eligible or ineligible for funding under the grant program:

Eligible Activities	Ineligible Activities
<ul style="list-style-type: none"><li>• Facilitation or technical services</li><li>• Project delivery costs including staff, contractors, consultants, materials and appropriate travel and accommodation</li><li>• Monitoring and evaluation</li><li>• Communication and engagement</li><li>• Data analysis and synthesis</li><li>• Field costs</li><li>• Administrative costs* required to deliver the project but must not exceed 10% of the funding allocation</li></ul> <p><i>*Administrative costs include but are not limited to, planning, training, insurances and audit costs.</i></p>	<ul style="list-style-type: none"><li>• Activities already funded under RTP or another funded initiative</li><li>• Projects that have commenced prior to funding allocation under this grant program</li><li>• Project proposals by the applicant with the purpose of distributing funds to other parties who are not contractors to the project and who have not been clearly identified in the grant application</li><li>• Projects that relate to on-ground activities outside the Reef Catchment as defined by the Queensland Government (see <a href="http://www.reefplan.qld.gov.au">www.reefplan.qld.gov.au</a>)</li><li>• Activities that are likely to have an adverse environmental impact</li><li>• Costs incurred in the preparation of a grant application (including this application) or related documentation</li><li>• Assets</li></ul>

Other activities or specific expenditure may be ineligible because GBRF determines it does not directly support the achievement of the planned outcomes of the project or they are contrary to the spirit and intention of the grant.

## How applications are assessed

This is a merit-based process with defined funding limits. Applications will be assessed as follows:

### Stage one – Eligibility Assessment

Each applicant will be screened to check that the applicant organisation is eligible to apply. Applications that do not meet the eligibility criteria will not be progressed to Stage two.

### Stage two – Assessment Criteria

Eligible applications will be assessed against the following criteria:

Criteria	Description of Criteria	Weighting
Capability and experience	The applicant has expertise relevant to the proposed activity, demonstrated experience in successfully implementing projects of a similar size/scope and established partnerships with relevant organisations.	30%
Methodology and approach	The proposed activities are clearly described, meaningful, achievable and can be delivered within the timeframe required. The proposed activities provide shared benefits and outcomes.	40%
Value for Money	The proposed costs for undertaking the activities are clearly budgeted, include co-contributions wherever possible, and demonstrate value for money.	20%
Sustainability and benefits for reef communities	There are clear examples of the approach to sustainable operations and initiatives that demonstrate a commitment to economic and social benefits for reef communities.	10%

### Co-Contributions

GBRF encourages projects that demonstrates value for money through the integration of other co-funding or co-investment opportunities, including quantifiable in-kind and cash contributions. Co-contribution is an investment that is cash or a contractually recognised in-kind services/expenses such as; staff salary, volunteer time, specialist advisory, landholder time for events and work, administration costs (electricity, water, gas etc), building costs (meeting rooms, office, labs) and equipment.

In-kind support can include:

- volunteer time (valued at \$46.62/hour as per Australian Bureau of Statistics figures)
- partner support
- external support

### Notification of applicants

Applicants will be informed in writing whether their application was successful or not.

GBRF will keep confidential all confidential information of the applicant which is obtained as part of the grant Application process. However, GBRF may disclose confidential information to its personnel, contractors or advisors for the purposes of administering this grant program; or as required by law; or where GBRF is required to comply with any provision of funding agreements in respect of confidential information.

### How to apply

Applications open on 16 June 2023 and close on 11:59pm (AEST), Wednesday, 24 July 2023.

Applicants are required to complete an application form and submit supporting documentation to [applications@barrierreef.org](mailto:applications@barrierreef.org) by the closing date.

## Applicant Checklist

Applicants should take into consideration the guidance and rules provided in these Guidelines, and the Application Form.

Applicants are to ensure they:

- have read and understood the guidelines
- have read, understood, and accept the terms and conditions outlined within the guidelines and under the proposed agreement template
- complete the application form in its entirety
- provide current and accurate information
- only provide attachments that are directly relevant, are concise and clearly labelled
- submit the completed application through [applications@barrierreef.org](mailto:applications@barrierreef.org)
- provide confirmation that all actual, perceived or potential conflicts of interest relating to the project have been declared
- have not contained information that is false or misleading (applications considered to contain false or misleading information may be excluded from further assessment).

## Incomplete or late applications

**Late applications will not be accepted**, excepting in exceptional circumstances which will be assessed on a case-by-case basis. Applications that are incomplete; do not include the requested documentation, or do not address the assessment criteria may be deemed ineligible. GBRF will decide whether to accept an amendment or additional information on a case-by-case basis.

## Further information

Applicants may consult with the GBRF Grants Office while preparing Applications to ensure their proposal meets basic requirements. Grants Office staff will not be able to provide feedback on draft Applications.

Answers to questions asked during the Application period will be provided as 'Frequently Asked Questions' or Addendums to the Guidelines for the benefit of all potential applicants and will be distributed via GBRF.

Questions can be emailed to the GBRF Grants Office ([grants@barrierreef.org](mailto:grants@barrierreef.org)). Applicants can also discuss their ideas with the Reef Hub Coordinator ([cpdhubcoordinator@jcu.edu.au](mailto:cpdhubcoordinator@jcu.edu.au)).

## Disclaimer

This publication has been prepared as a guide only and all reasonable steps have been taken to ensure the information contained in this publication is accurate at the time of publication.

### Acknowledgment of Country

The Great Barrier Reef Foundation extends its deepest respect and recognition to all Traditional Owners of the Great Barrier Reef and its Catchments as First Nations Peoples hold the hopes, dreams, traditions and cultures of the Reef.

*The Cairns-Port Douglas Reef Hub Network Grants are funded by the partnership between the Australian Government's Reef Trust and the Great Barrier Reef Foundation.*



Great Barrier  
Reef Foundation