

WEEDS ACTION FUND

TASMANIAN WEEDS ACTION FUND STAGE 2

TARGETED LARGE GRANTS

GRANT GUIDELINES

March 2021



The Tasmanian Weeds Action Fund is a \$5 million Tasmanian Government initiative funded until June 2024. The funds provided by the Tasmanian Government will be invested with landholders, land managers, and other organisations to tackle weeds that are impacting valuable agricultural and environmental assets.

Supported by



Opening date:	11 March 2021
Application closing time and date:	Wednesday 5 May 2021, COB (5.00 pm)
State entity:	Department of Primary Industries, Parks, Water and Environment
Administering entity	Northern Tasmanian Natural Resource Management Association Inc. (trading as NRM North)
Enquiries:	waf@nrmnorth.org.au or 1300 109 676
Date guidelines released:	11 March 2021
Type of grant opportunity:	Open competitive – large grants

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1. Application Process



2. Introduction

In the 2018-19 State Budget, the Tasmanian Government announced the creation of a Weeds Action Fund (WAF) of \$5 million over five years commencing in 2018. The funds provided by the WAF Program will be invested with farmers, community organisations, land managers and other entities to tackle weeds that are impacting valuable agricultural and environmental assets.

A key principle underpinning the WAF Program is that of “*shared responsibility*”. All the Tasmanian community has a role to play in preventing weeds from becoming a serious threat. Landowners, local government, and the broader community are encouraged to be strategic and work together to identify, and where possible, eradicate priority weeds that impact their land.

The WAF Program is also designed to support and drive shared responsibility through co-investment (of cash or in-kind resources) through the life of the program and beyond, to achieve high-level value for money and enduring long-term outcomes.

The WAF Large Grants Program follows on from the two earlier small grants rounds in 2018-19 (34 projects for a total of \$142,545) and in 2020, 26 projects valued at \$200,000).

3. Grants Available

Targeted large grants of up to \$50,000 per year for more complex, multiyear projects (to a maximum of three years) will be available for weeds projects that stop the spread or eradicate weeds in Table 1. At a minimum, proposals should aim to remove outlier populations and reduce further spread to protect high value agricultural and environmental assets.

Projects must provide outcomes for broad landscape units, i.e., landscapes, municipalities, catchments, or regions. Cross-tenure collaborations engaging all key land managers in the defined area are being sought. Applicants must be able to demonstrate a measurable contribution to land productivity or improved environmental condition. This is defined further below in Assessment Criterion 3.

The number and duration of projects will be subject to the final determination of the devolved grants budget for 2021-22.

- The maximum grant amount is \$50,000.00
- Large grant projects are to be completed within three years.

Table 1. Eligible weed species for Targeted Large Grants (March 2021)

TARGETED WEEDS – WEEDS ACTION FUND LARGE GRANTS ROUND
Gorse (<i>Ulex europaeus</i>)
serrated tussock (<i>Nassella trichotoma</i>)
Chilean needle grass (<i>Nassella neesiana</i>)
African feathergrass (<i>Cenchrus macrourus</i> , syn. <i>Pennisetum macrourum</i>)
African lovegrass (<i>Eragrostis curvula</i>)
Parramatta grass (<i>Sporobolus africanus</i>)
yellow burweed (<i>Amsinckia</i> spp.)
Heather (<i>Calluna vulgaris</i>)
Karamu (<i>Coprosma robusta</i>)

4. WAF Program Objectives

The WAF Program aims to:

- provide a more strategic and targeted approach to tackling high priority weeds impacting valuable agricultural and environmental assets.
- improve the productive value of agricultural land and protect Tasmania’s natural values through removing the harmful effects of serious weed threats.
- support and co-invest with landowners, local government, and the broader community to take sustainable, long-term, and effective actions to address high priority weeds with eradication as a key objective; and
- encourage the concept of “shared responsibility” for weed management and biosecurity in general.

5. Eligibility

To be eligible to apply for a grant you must be an individual or an organisation capable of entering into a legally binding and enforceable agreement with NRM North.

Eligible entities include the following:

- community groups
- businesses
- schools
- local government
- state government and state government entities¹
- trustee on behalf of a trust²
- primary producers
- individuals
- peak bodies

5.1 Joint (consortia) applications

We recognise that some organisations may want to form a consortium and submit a joint application to deliver a project. Applications from consortia or groups are eligible if they are submitted via one of the following options.

5.1.1 Lead applicant

The consortium appoints a 'lead applicant' who is solely accountable to NRM North for the delivery of grant activities and who is an eligible entity as per the list above. Only the lead applicant can submit the application form and enter into a grant agreement with NRM North. The application must identify all other members of the proposed group.

Eligible organisations can form a consortium with ineligible organisations; however, the lead applicant must be an eligible entity.

¹ Tasmanian Government entity – includes corporate and non-corporate state entities, statutory authorities, and statutory entities.

² trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form

All project partners must sign the application form to indicate their agreement to be part of the application. The lead applicant must put in place a formal arrangement with each project partner prior to execution of a grant agreement.

5.1.2 Sponsorship

If a group is not a legal entity able to contract with NRM North, (e. g. they are an unincorporated association), they can still participate in the Weeds Action Fund Stage 2 large targeted grant through a sponsorship arrangement. This is where an eligible entity applies on the group's or entity's behalf.

This means that the sponsor will be legally responsible for meeting the contractual obligations of the grant. For example, Landcare Tasmania may sponsor one or several of its unincorporated member groups or property groups.

5.1.3 Join an eligible entity

If a group is not a legal entity able to contract with NRM North, they may consider joining or becoming a member of an eligible entity (e.g. a local incorporated Landcare group). In this case, the eligible entity would then need to submit the application form and enter into a grant agreement with NRM North.

5.2 Who is not eligible

You are not eligible to apply if you are one of the following entity types:

- unincorporated association or group of people.
- Commonwealth government entities (including government business enterprises); and
- political parties, political organisations, or lobbyists.

Ineligible applicants can participate as a project partner in a joint or consortium application but cannot apply as the lead applicant.

5.3 All other eligibility requirements

To be eligible, applicants must:

- focus project activities on stopping the spread or eradicating one or several of the target weeds nominated for this round (see Table 1).
- plan their activities for eradication across broad landscape units, i.e., landscapes, municipalities, catchments, or regions, engaging across land tenures with all key collaborators/land managers.
- provide a signature from each of the project partners, in the case of joint applications.

- clearly demonstrate the effectiveness of the proposed activity and/or purchase to improve agricultural productivity or environmental condition. This must be measurable (see section 7 Assessment Criteria for details).
- have the ability to complete the activities or purchases within the agreed timeframe of the approved grant.
- commit to providing progress (milestone) and final project reports, as well as the following (note: this information will also be used to monitor the successfulness of the WAF program in reaching the overall program objectives and intent):
 - monitoring visits to assess progress and compliance with contracted project activities or milestones
 - inspection of achievement of contracted milestones to trigger the next payment
 - financial performance information on expenses and overall project achievements, including summary of in-kind contributions from applicant and collaborators
- ensure that all permits, licences, or other authorisations are obtained and completed where applicable.
- ensure that any contractors or individuals undertaking weed control activities have the required training, certificates, and licenses relevant to the weed management activities being carried out.
- provide supporting evidence as requested, including a *Statutory Declaration* and site photos, which may be requested before milestone payments are released.

5.3.1 Insurance

It is the responsibility of successful applicants to seek and ensure that they have appropriate and adequate insurance(s) in place to undertake the agreed grant activities at the time of entering into a grant agreement with NRM North. Consult your insurance policy Product Disclosure Statement or contact your insurer to clarify if you have adequate and appropriate cover for the project. If your application is successful you must provide a Certificate of Currency to prove your insurance cover with the signed grant deed.

It is also the responsibility of successful applicants to ensure that any subcontractors or collaborators engaged by the applicant in relation to the agreement with NRM North, hold the appropriate insurances.

Proof of insurance cover for any subcontractor or collaborator may be required of successful applicants at the time of entering into a grant agreement with NRM North.

5.3.2 Workplace Health and Safety

Workplace Health and Safety (WHS) is a very high priority for the WAF Program. You must comply (and ensure that any of your subcontractors comply) with the provisions of all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory, or local authority including those arising under WHS laws.

You will be responsible for identification and assessment of safety risks, identification, and implementation of mitigation strategies to address such risks, and for ensuring the safety of any participants in the project.

You will be required to implement high standards of WHS at all project sites to the maximum extent possible, including providing a safe work environment and appropriate safety equipment for all project participants and ensuring safe access to project work sites.

6. Eligible Expenditure

6.1 Eligible grant activities

The type of activities eligible for funding through the WAF Program include:

- weed management activities such as physical removal of weeds, herbicide applications, mulching, and the like. This may include:
 - restoration activities (e.g. revegetation with native species to reduce future weed reinfestation), only where this is part of a weed management strategy;
- development and implementation of education, extension, and support programs for local landowners and/or regions to support eradication and/or control of priority weeds; and
- development of a Weed Management Plan to underpin future effective management and control of a priority weed/s (see section 6.1.1).

Multiyear projects may be a combination of the above activities.

6.1.1 Weed Management Planning

Robust, evidence-based planning is a critical component of strategic weed management for larger, more complex, multi-year projects. Applicants are encouraged to incorporate any critical planning activities into the first year of their application for a multiyear project when applying for funding in this targeted large grant round.

The types of activities eligible for funding as part of developing a Weed Management Plan include:

- surveying and mapping weed distribution, identifying, and engaging with key stakeholders and collaborators, preparing a plan with clear objectives and based on best practice weed management activities, and clear targets at a landscape scale.
- simple field trials to determine local best practice treatment for the weeds species where it can be demonstrated that information is lacking, and a trial is justified.
- plans that cover multiple properties and tenures and focus on a single weed or multiple weed species; in exceptional circumstances the plan may be for a single property where it is clearly shown that the target weed is eradicable at a landscape scale.

For further guidance on developing a Weed Management Plan as an eligible activity, see the *Guidance for Developing a Weed Management Plan* on the NRM North website: www.nrmnorth.org.au.

6.2 Eligible expenditure

The type of purchases eligible for funding through the WAF Program include:

- weed suppressing materials and/or chemicals to be used in proposed grant activities (noting application of chemicals must be applied in accordance with all legal requirements); and/or
- tools, equipment, and protective clothing to be used in proposed grant activities.
- spray or machinery contractors to delivery on-ground works
- support for community education and extension activities (meeting room hire, development and printing costs for printed educational materials.
- consultant costs for project management support and to facilitate engagement and planning.
- purchases that support weed management programs (not the cost of items that would normally be purchased as part of existing agricultural or land management activities).

Not all expenditure on your proposed project may be eligible for grant funding. The Assessment Panel makes the final decision on what is eligible expenditure. You must incur the expenditure on your project between the start date and the end or completion date for your grant agreement for it to be eligible.

6.3 What the grant money cannot be used for

The following activities are **NOT** eligible for funding:

- activities or purchases otherwise funded, e. g. through Commonwealth, State or local government programs, or through private funding (activities that build on or are otherwise additional to existing funded activities are eligible, where the application clearly sets out the required details for the additional element for which funding is sought);
- purchases or expenses related to day-to-day operations of a business ('business as usual')
- the purchase or transport of livestock or feed
- the purchase of machinery
- construction, repairs or modification of infrastructure such as sheds, bridges, culverts and tracks
- hospitality (e. g. restaurant dinner with alcohol). You can include business catering as part of the grant (e. g. sandwiches/BBQ and drinks at an all-day working bee);
- research
- projects that cannot be completed within the agreed timeframe
- activities considered to have a purely commercial or private benefit, or for fundraising
- grants from you to another entity
- legal expenses
- overseas travel
- activities that have commenced before execution of the grant agreement
- costs incurred in the preparation of your grant application or related documentation
- any general operating expenses - funding will not cover expenses such as electricity, lease/rent payments; telephone, uniforms etc. that are part of the ongoing expenses of the applicant/s
- public liability costs for the applicant and including project partners or consortia; and/or
- projects or activities which are the applicant's legal responsibility to maintain, and for which the activities do not contribute to a broader local or regional priority outcome.

As per section 7, your application will be assessed against the eligibility criteria. Only eligible applications will move to the next assessment stage.

7. Assessment Criteria

You must address all seven of the following assessment criteria in the application.

The application form includes text character limits. The application form will not accept characters beyond this limit. Please note spaces are included in the character limit.

The amount of information you provide in your application should be relative to your project’s size, complexity, and the grant amount requested. In completing the application, you must assume that the assessor knows nothing about your project so ensure your responses to questions are clear and succinct to allow the assessor to score your application against the following criteria.

WAF Principles for Investment and Selection Criteria

The objectives of the WAF (see Section 4 above) provide a basis of the principles used to guide investment through the program. The key principles for investing in projects in WAF Stage 2 (see Table 2 below) are applied to the development of assessment criteria used to identify suitable, high quality projects.

Table 2. Key principles for investment by the WAF in large grants

WAF Principle	Details
Priority Weed Principles	
Containment and asset protection	For targeted large grants, the focus is on 1) stopping the spread of high priority weeds (see Table 2) to ‘clean’ areas, 2) the management of weeds from the fringe of an infestation and working to the centre, and/or 3) the protection of agricultural or environmental assets is a priority.
Eradication	For facilitated applications, eradication at the state, region, municipality, catchment, or landscape is the preferred outcome. It is likely this will focus on weeds listed as priority groups one or two in the Stage 2 WAF Small Grants <i>Information on Priority Weeds</i> list (i.e., are feasible for state-wide eradication).
Project Design and Management Principles	
Outcome focus	The WAF is outcome focused, and seeks to remove the threat a weed may cause to a priority agricultural or environmental asset
Planning	Investment is underpinned by planning informed by the best available scientific, technical, economic, and environmental information
Value for money	Investment represents “value for money”
Co-investment	Co-investment by proponents (financial or in-kind) demonstrates short and long-term commitment in and beyond the funding period

WAF Principle	Details
Sustainable outcomes	Project outcomes should be maintained / sustained demonstrated through long term commitment by proponents beyond the life of the funding
Public benefit	Investment demonstrates strong public benefit in sustainable, productive improvements to agricultural land and the protection of environmental assets.
Project Partners and Communication Principles	
Collaboration	Investment is supported by a strong collaborative approach with tangible co-investment by partners and dissemination and sharing of information

Project Assessment Criteria

The following general criteria, drawn from the above objectives and principles, form the basis for assessing eligible projects for investment and may be prioritised according to the specific outcomes required for the grant round.

In addition to the criteria noted below, all projects must demonstrate the use of best practice advice.

Criterion 1. Priority of Weed Species

Targeted large grants will be available for weed projects that stop the spread of or eradicate the weeds in Table 1. Only applications that address weeds from this list will be assessed in this grant round. Applications must aim either to eradicate the selected species; or if this is not possible, the aim must be to remove all outlier populations working into the main infestation; also to reduce further spread to protect high value agricultural and environmental assets.

Information on the distribution of the targeted weed species can be obtained using the WAF Mapping Application available on the DPIPW Tasmania Weeds Action Fund (WAF) [webpage](https://dpiuwe.tas.gov.au/invasive-species/weeds/tasmanian-weeds-action-fund) (https://dpiuwe.tas.gov.au/invasive-species/weeds/tasmanian-weeds-action-fund). Please use the WAF Mapping Application to see the spatial map of the distribution of the weed of interest. This will be useful in developing project activities; showing the landscape unit the project covers for the control of the target weed(s); identifying the municipality and land tenures; and neighbouring land managers.

[ListMap](https://maps.thelist.tas.gov.au/listmap/app/list/map) (https://maps.thelist.tas.gov.au/listmap/app/list/map) is another useful tool to investigate the spatial information currently available on the project area. The Property Identification Number (PID) for project properties can be found in ListMap, or on the Council rates notice for the property.

Criterion 2. Contribution to the WAF objectives

All applications will be assessed to determine to what extent the proposed project objectives contribute to the objectives of the WAF Program (see section 4). As stated, the WAF Program is seeking projects that:

- focus on **eradication** of one of the target weeds at a state-wide, regional, municipal scale or catchment, or removing outliers and preventing spread if eradication is not possible.
- result in **measurable** improvements to agricultural productivity or environmental condition.
- build and utilise **partnerships** to deliver effective outcomes.
- commit to shared responsibility and provide a high level of **co-investment**; and
- show how outcomes will be **maintained** beyond the life of the funded project, i.e., for a period of **10 years**.

The measurable, long-term improvements achieved after completion of the weed removal activities must be defined, for example, the number of hectares returned to pasture, cropping, revegetation in riparian or other environments or number of important species protected.

Co-investment is the contribution by project collaborators to the delivery of project outcomes. Co-investment can be either a cash contribution or in-kind, in the form of hours of labour, use of applicant's resources (tools, equipment, machinery hours or materials etc.). For the large grant program, the **overall value of partner co-investment must be at least 50% of the project cost for the funded period**.

It is noted that high levels of co-investment are likely to reflect a commitment to maintaining outcomes beyond the life of the funding period.

Criterion 3. Project activities

Project activities must be:

- technically feasible, appropriate, demonstrate that they are built on best-practice advice, tasked appropriately, and maintained beyond the program,
- achievable within the project timeframes,
- strategically and logically planned, and involve the key stakeholders
- based on sound, proven technical advice.

The described project activities must be deemed effective in achieving the project outcomes. Applications must show sound reasoning on how the activities relate to improving agricultural productivity or protection of environmental assets, and the proponent must demonstrate the capacity to deliver (e.g., past projects, track record).

Applicants will be required to describe the proposed project activities in their applications for each year funding is sought.

The information that will be required includes:

- What are the proposed project activities (what will you do)?
- When will you carry out the proposed activities?
- Who will participate in each project activity and what is their contribution?
- How will the proposed activities contribute to achieving the project objective(s)?
- How will you measure the resulting improvements to the landscape?
- Who and who will the project outcomes be maintained after completion of the funding?

Criterion 4. Planning and type of core activities (on-ground works, planning or education & awareness raising)

Project design must be informed by the best available scientific, technical, economic, and environmental information. Where possible the source of information must be identified.

All activities must be well planned and show linkages where possible. If weed management planning is a component of the project, this activity must be a priority actions in an existing weed management strategy (state or regional) or align with existing strategic plans.

The application must identify the source of the best-practice advice, or other scientific, technical, economic or environmental information used in the design of the project.

Criterion 5. Stakeholder engagement / collaboration

Investment through the WAF is supported by a strong collaborative approach with tangible co-investment by partners and dissemination and sharing of information.

Projects must involve the relevant stakeholders for the strategic delivery of landscape-scale outcomes. The level of co-investment or involvement by collaborators must be shown (e.g., labour, materials, machine, dollar co-investment) in the application (see application budget). Co-contribution during the funding period (delivery) must be commensurate with the level of commitment to maintain project objectives in the long-term.

Criterion 6. On-going maintenance

The maintenance of project outcomes beyond the funding timeframe is an important factor in delivering enduring outcomes. Applicants and collaborators must clearly define how they will jointly maintain project sites beyond the duration of the WAF Program and what will be the long-term benefit to the agricultural/environmental landscape.

Note that the level of co-investment (in-kind or dollars) is an indication of the level of ongoing commitment to maintaining outcomes; consequently, the co-investment level may be more heavily weighted in the assessment phase.

Criterion 7. Co-investment and Value for Money

Co-investment is key to the WAF Program objectives (section 4). All applicants must show a commensurate level of co-investment (either financial or in-kind) to demonstrate their commitment to shared responsibility for weed management. Overall, the value of applicant and partner co-investment for the funded period must be at least **50% of the total project cost**.

Applications will be assessed to determine if the project proposal represents value for money, in this respect, and is therefore suitable for public funding.

Projects must show value for money in the way they make improvements to agricultural productivity, or by protecting and enhancing biodiversity and habitat condition, and thus contribute to the public benefit for Tasmania.

To develop a proposal an applicant must:

- detail the proposed project budget, including the level of co-investment by the applicant and collaborators; this could be financial or in-kind³ e. g. labour, expertise, equipment, for each year of project funding; as well as after the project.
- describe the public benefits that will occur because of the proposed project (i. e. what will be the benefit to the community from achieving your objective?). E

8. How to Apply

Before applying, you must read and understand these guidelines, and the questions and answers page of the NRM North website.

You may submit more than one application. A separate application form must be submitted for each proposed project. If more than one application is submitted for the same project proposal, the latest accepted application form will be assessed by the panel.

³ In-kind rate to use in the application budget: volunteer labour, \$30/h; landholder's labour, \$40/h

If you need more help with the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact NRM North immediately via email: WAF@nrmnorth.org.au.

To apply, applicants must:

- read and understand the guidelines.
- complete the application form in full.
- include any necessary attachments; and
- submit the form and supporting information to reach NRM North by 5.00 pm AEDT on Wednesday 5 May 2021, either by email, in person or post to the address below.

NRM North does not have to accept any late applications or additional information or requests from you to correct your application after the closing time.

If we find an error or something missing, we may ask you for clarification or additional information. This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive email notification acknowledging the receipt of your application.

Applications must be submitted via any of the follow, however, by email is preferred:

Email: waf@nrmnorth.org.au

Post: WAF Coordinator
NRM North
PO Box 1224
Launceston TAS 7250

In person: WAF Coordinator
Level 2, 63-65 Cameron Street
Launceston TAS 7250

Important

It is the applicant's responsibility to provide all necessary information at the time of submission. The grant administrators cannot guarantee that they will be able to seek clarification from applicants if something is missing or unclear.

8.1 Attachments to the application

All the following documents (if relevant) **must be attached** to your application for it to proceed to assessment:

- trust Deed and any subsequent variations, if applying as a Trustee on behalf of a Trust.
- consent from landowner(s) or land manager(s) of the land which is the subject of the proposal (if you are not the landholder or land manager);
- consent from project collaborators listed as collaborators in the application.
- map of the project site(s) showing both the context in the broader landscape and separately, the individual parcels where treatment will occur with weed cover classes⁴.
- specific technical advice; and
- contractor/consultant quotes.

You must attach supporting documentation according to the instructions provided within the application form. You should only attach requested documents. Do not attach any other documents to your application form, as we will not consider information in attachments we have not asked for.

Please note: There is a 10 mb limit for the size of emails with attachments; please compress documents and image files so your submission is within this limit.

8.2 Late applications

We will not accept late applications unless an applicant has experienced exceptional circumstances that prevent the submission of the application. Broadly, exceptional circumstances are events characterised by one or more of the following:

- reasonably unforeseeable.
- beyond the applicant's control; and
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

⁴ Weed cover classes can be described using **low**, < 5%; **medium**, 6 – 75% or **high**, 76 – 100% and best capture the general distribution of the weed.

9. Assessment Process

Applications will be assessed by the WAF Project Assessment Panel. The panel will consist of members with a knowledge of strategic weed management, project governance, natural resource management and weed management in agricultural and natural landscapes.

The panel will be responsible for reviewing and approving project proposals. Panel members will assess applications against the WAF Program objectives and assessment criteria (section 7) and will compare them to other eligible applications. The panel may seek further information from the proponent. The panel may also approve a project in part and/or recommend changes to the project.

It is the applicant's responsibility to provide all necessary information at the time of submission. The grant administrators cannot guarantee that they will be able to seek clarification from applicants if something is missing or unclear.

Panel members will be required to notify the panel of the existence of a conflict of interest or the possibility of a perceived conflict of interest.

10. Successful Applicants

Successful applicants will be notified via phone or in writing; if the applicant accepts the offer, they will be required to enter into a legal grant agreement (Management Agreement) with NRM North. The Agreement contains details of the WAF grant amount, contracted project activities, milestone payment schedule and indicative payment inspection schedule.

Following receipt of the signed Agreement from the Applicant and its final execution, and receipt on an invoice within 28 days of the date in the letter of notification, NRM North will make the initiation payment (Payment 1) to successful applicant for the commencement of the agreed activities and purchases. Further payment will be made in advance, as described in the Payment Schedule in the Agreement. The final payment will be made as outlined in the Payment Schedule. Note all payments are exclusive GST.

The Agreement will state the maximum funding to be provided and the yearly breakdown of milestone payments based on the applicant's original budget. If additional costs are incurred these must be met by the applicant.

Payment Schedule:

Initiation Payment	Milestone payment(s)	Final payment
<ul style="list-style-type: none">- Project initiation payment paid upon signing Management Agreement with NRM North.- Payment is in advance for the delivery of agreed activities in the first project period	<ul style="list-style-type: none">- Progress payments made during the project and based on completion of agreed contractual project Milestones- Provision of Milestone Report detailing expenses and in-kind contributions as per contracted milestone.	<ul style="list-style-type: none">- On completion of project activities, and provision of spatial mapping data or other intellectual property generated from the WAF funding.- Final report, summarising the outcomes and assessment of achievement of project objectives, and information on financial performance

To assess the progress or completion of the project activities or milestones, NRM North, or its agents, may make site visits, or phone contacts with applicants or collaborators to ensure contractual obligations have been met. This may occur before subsequent milestone payments are made.

Successful applicants must provide milestone reports detailing expenses and in-kind contributions as per contracted milestone activities. Also, a satisfactory final report, summarising the outcomes and assessment of the project objectives achieved. Applicants may be requested to supply NRM North with a statutory declaration to demonstrate proof of completed activities and purchases.

Successful applicants, on behalf of themselves or project collaborators, are required to advise NRM North of any changes which may affect the completion of the agreed activities or purchases.

Unsuccessful applicants will be notified in writing. This is likely to be after completion of the grant agreement with successful applicants.

11. Taxation and Financial Implications of Grant Funding

Grants under the WAF Program attract GST. Payment amounts will be increased to include the amount of GST payable, where the applicant is registered for GST.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO). While grants are typically treated as assessable income for taxation purposes, how they are treated will depend on the grantee's particular circumstances.

It is recommended that applicants consider seeking independent advice about the possible tax implications for receiving a grant under the WAF Program from a tax advisor, financial advisor and/or the ATO, prior to submitting an application.

12. Publicity of grant assistance

As the funding provider disbursing public funds, the Tasmanian Government is accountable for the distribution of those funds. As part of the accountability process the Department of Primary Industries, Parks, Water and the Environment (the Department) may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the department to be appropriate.

13. Right to information

Information provided to the Department and NRM North may be subject to disclosure in accordance with the *Right to Information Act 2009*.

14. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*. This information may be accessed by the individual to whom it relates on request to the Department of Primary Industries, Parks, Water and the Environment or NRM North.

15. Intellectual property

The Department and NRM North recognise that the applicants' proposed activities through the WAF program may include the collection of spatial weed data. Where spatial weed data is collected, the applicant agrees the spatial weed data:

- will be made available to the Natural Values Atlas (NVA) through the processes defined by NVA in the funding agreement.
- collected by them must be provided before the completion of the project, prior to submitting an invoice to receive the final milestone payment.

Applicants acknowledge that resources and other materials developed using grant funds may be used or distributed for promotional and educational purposes by mutual agreement of all parties.

16. Enquiries and Contact Details

Any enquiries on the WAF Program, and requests for further information on the grants and application process, should be directed to NRM North:

Email: waf@nrmnorth.org.au

Phone: 1300 109 676

Website: <https://nrmnorth.org.au/land/weeds-action-fund/>