



## Coast Protection Board

### 2022-23 Community Participation Grant Guidelines

#### Objectives

The Coast Protection Board's *Community Participation Grants* support volunteer groups to partner with local government to undertake small-scale, on-ground coastal management initiatives.

The objectives of these grants are to:

- Involve communities in coastal management
- Enhance community skills and knowledge in rehabilitation, restoration and conservation of the coast and marine environment
- Facilitate partnerships in coast and marine management
- Encourage environmental protection in the wider community
- Achieve practical management actions and on-ground works which enhance conservation values and/or tackle the causes of coast and marine degradation.

#### Eligibility

##### Projects

*Community Participation Grants* are intended for the following types of coastal projects:

- Conservation and restoration activities (for example fencing, revegetation, access control)
- Educational activities (for example workshops, signage)
- Monitoring activities (for example beach pole, photopoint, king tide, intertidal reef, coastal vegetation)

This is not an exhaustive list, and innovative ideas are welcome.

Please contact the Coast and Marine Branch via phone (08) 8124 4928 or email [DEWCoasts@sa.gov.au](mailto:DEWCoasts@sa.gov.au) if you wish to discuss your project idea.

##### Applicants

Volunteer groups can apply for funding if they gain the support of the relevant Council.

Council must administer the grant on behalf of the volunteer group.

##### Equitability

Projects in areas which have not received funding in recent years may be prioritised for regional balance.

Projects involving community groups which have not received funding in recent years may be prioritised for balance between volunteer groups.



## Funding

The Coast Protection Board's *Community Participation Grant Program* is a component of the Board's Coast Protection Fund, and is valued at a total of \$30,000 in FY 2022-23.

The maximum Board contribution per application is \$10,000 (GST exclusive).

The Board can contribute *up to* 80% of the total project cost.

The Applicant must contribute a minimum of 20% of the total project cost, through cash and/or in-kind support.

## Applications

The Coast Protection Board's *Community Participation Grant Program* is a competitive, merit-based program.

Applications to be submitted using the *Community Participation Grant Application Form*.

Please contact the Coast and Marine Branch on (08) 8124 4928 or email [DEWCoasts@sa.gov.au](mailto:DEWCoasts@sa.gov.au) to request an *Application Form*.

## Assessment

In the application, the volunteer group should provide evidence of/demonstrate:

- Partnership from the Council via an email or letter of support
- Support/permission of the land owner and/or land manager (where applicable)
- An understanding of any approvals required and acceptance of responsibility for any necessary licenses.

Applications are assessed by the Department for Environment and Water, with the approval of the Coast Protection Board.

## Selection criteria

Applications are scored according to the following criteria:

1. Benefit to the coastal environment
2. Benefit to the community, including fostering partnerships and community involvement in coastal management, education and conservation activities.
3. The proposed project is appropriate and feasible in terms of volunteer group capacity, budget and timeframe.



## **Grant Agreement and Payment**

The grant agreement for approved *Community Participation Grants* is between the Coast Protection Board and Council.

Project funding is provided to Council on execution of a grant agreement and receipt of a valid tax invoice.

Any grant funding not used for the purposes set out in the grant agreement must be re-paid by Council.

The volunteer group and Council are to arrange the transfer of grant funding between them.

## **Project Completion**

On project completion, the volunteer group must submit a *Project Completion Report*. A reporting template is provided with the grant agreement. The report should provide evidence of project outcomes and completion, a detailed project activity budget breakdown, and invoices/receipts of expenditure.

Council should co-sign the *Project Completion Report* and prepare Financial Statements in line with Treasurer's Instructions 15.

The *Project Completion Report* and invoice should be submitted together (by either the volunteer group or Council) to [DEWCoasts@sa.gov.au](mailto:DEWCoasts@sa.gov.au) by the date specified in the Grant Agreement.



## Frequently Asked Questions

### Is there a minimum or maximum grant funding amount?

Applicants can apply for any amount up to a maximum of \$10,000 (GST exclusive). There is no minimum amount.

Please note that the final grant amount cannot exceed 80% of the actual total project cost.

### What can the grant funding be used towards?

The grant funding is intended to provide financial support to volunteer groups to enable them to complete valuable, small-scale projects to enhance coastal management, conservation and educational outcomes in their local area.

The contribution from the Coast Protection Board can be allocated to various project costs, including hiring contractors to complete expert tasks (e.g. weed control, post hole drilling, video production), purchasing materials (e.g. fencing, signage) and consumables (e.g. providing food/drink for community education events).

The grant cannot be used to pay volunteers, as the volunteer group's time is intended to comprise their in-kind contribution to the project.

### How do we calculate in-kind support?

In-kind contributions need to be identified within the project budget breakdown.

The standard rate for calculating value of volunteer hours is \$30/hr.

### Who is responsible for the physical asset and/or ongoing maintenance that the project creates?

An ongoing commitment to maintenance by the volunteer group is encouraged.

For created assets, Councils must agree to accept full liability and adopt responsibility, including ongoing operational and maintenance costs beyond the grant timeframe.

The applicant must accept responsibility for any necessary licenses, and evidence of these must be provided to the Department for Environment and Water *before the project commences*.

### Can we submit multiple applications?

Yes. However, applicants should consider their ability to provide their contribution and capacity to complete the projects if they are successful.



### **Do I need approvals in place at the time of application?**

Applicants must provide evidence of support from the land owner/manager *at the time of application*.

The applicant should list the approvals that will be required in the application to demonstrate their understanding of the regulatory requirements, but approvals do not need to be in place at the time of application.

Applicants must ensure all necessary approvals are in place and evidence of relevant approvals must be provided to [DEWCoasts@sa.gov.au](mailto:DEWCoasts@sa.gov.au) *before the project commences*.

### **What happens if we change an aspect of the project for which the grant was provided?**

All project variations (for example changes to scope, time frames, budget and project outcomes) must be proposed and approved in writing.

Any issues, including delays, should be reported to and discussed with the Department for Environment and Water as soon as possible.

Significant variations may require a revised funding agreement.

### **Do projects need to be finalised within the financial year?**

No. Projects need to be completed by the date specified in the grant agreement.

### **What happens if we spend more or less than what we were granted?**

The *Project Completion Report* should provide a breakdown of actual project costs, including all expenditure and in-kind contributions.

If actual project costs are different to those estimated (see the application and grant agreement), the Board can grant up to 80% of the total project cost as long as it is not higher than the amount awarded in the grant agreement.

If the grant amount paid upfront exceeds 80% of the actual total project cost (where the actual total project cost includes cash and in-kind contributions), then the amount of grant funds contributed above 80% must be refunded to the Coast Protection Board within three months of project completion.

### **If our application is unsuccessful, can the decision be appealed?**

The Coast Protection Board's decision is final and cannot be appealed. Department for Environment and Water staff will provide feedback to unsuccessful grant applicants on request.

### **Contact Us**

Coast & Marine Branch  
Department for Environment & Water  
Email: [DEWCoasts@sa.gov.au](mailto:DEWCoasts@sa.gov.au)  
Phone: (08) 8124 4928