

# Grassroots Grants 2025-26

## Frequently asked questions

### Contents

Part one: Application Details.....	2
What is a legal entity? .....	2
What is not a legal entity? .....	2
When would I need to have a sponsor?.....	2
I am a landholder wanting a grant for works on my property. Can I apply?.....	2
I run a commercial business. Can I apply?.....	2
Part two: Project Details.....	3
What kind of projects are eligible? .....	3
Where do I find the standard output measures list? .....	3
Part three: Budget.....	6
What can't the funding be used for?.....	6
What level of budget information do I need to provide? .....	6
Value for money and in-kind?.....	7
Can I ask for 100% funding or do I have to match it somehow? .....	8
What do you mean by ongoing financial commitments?.....	8
Can I purchase equipment to help me undertake on-ground works?.....	8
Part four: Monitoring .....	8
Why do I need to monitor and report on my project?.....	8
What if my project does not align to the any of the monitoring you have listed, what should I do? ..	9
Part five: Approvals.....	9
What are project approvals?.....	9
Will I need a Water Affecting Activity permit?.....	9
Part six: Risk Management.....	9
How do I assess the level of risk for my project? .....	9
Applications questions .....	11
Will I be able to get an extension past the closing date for a late application? .....	11
Can I apply more than once?.....	11
When will I find out if I've been successful? .....	11
How do I submit my application?.....	11
What type of supporting documents do I need to provide .....	11

## Part one: Application Details

### What is a legal entity?

- Individuals (also known as natural persons)
- Partnerships (made up of two or more individuals)
- Corporations/companies under the *Corporations Act 2001* – have a unique ACN and are represented by "Pty", "Pty Ltd" or "Ltd" following the company name
- Associations – incorporated under the *Associations Incorporation Act 1985* (have "Inc." after their name)
- Trustees in a trust (e.g. John Smith as Trustee for the Smith Family Trust)
- Local Government – under *Local Government Act 1999*
- Most Australian universities

### What is not a legal entity?

- An unincorporated association or group
- A trust (e.g. Smith Family Trust), however the trustees can be. The trustees may be individuals or companies
- Businesses/business names
- Some private schools. Some of the larger private schools are incorporated or companies, however many are not.
- Public Schools are NOT a legal entity, however the contract would be with the Minister of Education and Child Development, which is a legal entity.

### When would I need to have a sponsor?

- If you are not a legal entity, e.g. a group of neighbouring landholders banding together for pest management activities, you will need someone (a person or organisation) to be responsible for receiving and managing grant funding and completing reporting.
- Another common example is an unincorporated Friends of Parks group, who would use Friends of Parks Inc. as their sponsor.
- A sponsor's letter is required as part of your application if you are using a sponsor. Please provide this when submitting your application.
- If you are struggling to find a sponsor, discuss this with your local landscape officer and they may be able to assist you.

### I am a landholder wanting a grant for works on my property. Can I apply?

Landholders are eligible to apply for the Community Grant streams. However, for your application to be considered for funding, you will need to demonstrate community engagement, benefit to the broader community and matching contributions.

Alternatively, you could apply for funding for a not-for-profit project, in partnership with a community organisation or farming system group.

### I run a commercial business. Can I apply?

Yes, as long as the project is not-for-profit and meets one or more of the priorities laid out in Section 3 of the Guidelines for Applicants.

## Part two: Project Details

### What kind of projects are eligible?

Projects with environmental or sustainable agriculture benefit on Eyre Peninsula.

For example:

- weed management (priority will be given to weed management coordinated across neighbouring properties, or weed management with biodiversity outcomes) (Note: where management should be implemented by landholders as normal compliance activities, this will not be eligible)
- pest or disease management
- fencing of native vegetation or revegetation
- erosion management
- revegetation
- water or wetland management
- sustainable agriculture trials
- educational activities
- raising community awareness and participation in landscape management.

### Where do I find the standard output measures list?

Below is the standard output measure list that you can use to select your activities from. Select the activities that you think align best to the work you are doing, and add these to the table activities table in Part two.

Capturing this data is essential to our grants program, as it assists the Board to aggregate up what work is being undertaken at a region-wide scale for reporting.

Note: This list is not exhaustive. If you are proposing to undertake activities that are not included in the list please discuss this with your local landscape officer, and suitable standard output measures will be provided.

Activity type / Project service	Standard Output	Unit
Communications	Media release, interviews	number
	Social media	number
	Information sheets / brochure / flyer	number
	Signage	number
	News article, printed publications	number
	Newsletter	number
	Video	number
	Group emails	number
	Virtual Tour	number
	Other (specify)	number
Community / stakeholder engagement events (including capacity building events)	Conference / seminar	number
	Field day	number
	Meeting/presentation	number
	Tour	number
	Training / workshop	number
	One-on-one technical support / advice interactions	number
	Other (specify)	number
Volunteer support and engagement	No. of volunteer groups supported / engaged	number
	No. of volunteers supported / engaged (regular volunteers or members of volunteer groups)	number
	No. of short-term volunteers supported / engaged (not regular members / volunteers, just engaged for this project)	number

Activity type / Project service	Standard Output	Unit
Community and individual support and engagement (excluding schools and volunteer groups/volunteers)	No. groups or organisations supported / engaged	number
	No. of members of above groups supported / engaged	number
	No. of individuals (not members of any groups) supported / engaged	number
	No. of individuals (not members of any groups) supported / engaged	number
Education support and engagement	No. of schools supported / engaged	number
	No. of learners supported / engaged	number
Aboriginal support and engagement	No. of Aboriginal groups or organisations partnered / supported / engaged	number
	No. of Aboriginal people supported / engaged	number
Partnerships & collaborations	Number of partnerships	number
	Number of collaborations	number
Citizen Science	Number of citizen science projects undertaken	number
	Number of community members engaged in citizen science project	number
Skills and knowledge survey	Number of people completing survey	number
	Number of skills and knowledge surveys conducted	number
Farm management survey	Number of farm management surveys conducted	number
Access control	Fencing - Length installed	km
	Temporary fence - Length installed	km
	Structure installed	number
	Signage installed	number
	Area protected by access control - Fencing	ha
	Area protected by access control - Signage	ha
	Area protected by access control - Temporary fence	ha
	Area protected by access control - Other (specify e.g. rock barriers on informal tracks)	ha
Pest animal control	Area treated for pest animals - Specify species	ha
	Number of control programs -Specify species	number
	Number of baits supplied - Specify species	number
	Area benefitting from pest animal control - Specify species	ha
	Number of landholders engaged in coordinated pest animal control program - Specify species	number
Pest animal survey	Area surveyed for pest animal - Specify species	ha
Impact causing native species control	Area treated for impact causing native species - Specify species	ha
	Number of control programs -Specify species	number
Impact causing native species survey	Area surveyed for impact causing native species - Specify species	number
Pest plant control (Removing weeds)	Area treated for weeds (ha)	ha
Pest plant (weed) distribution survey	Area surveyed for pest plants - Specify species	ha
Management plan (pest plant / animal / impact causing native species)	Number of management plans developed (new)	number
	Number of management plans revised	number

Activity type / Project service	Standard Output	Unit
Management plan (site/farm/project)	Number of management plans developed (new)	number
	Number of management plans revised	number
Enhancing capacity (soil, habitat and land management)	No. of landholders supported	number
	Area of land improved	ha
Erosion management	Area benefitting from erosion control	ha
	Area of erosion control	ha
	Length of watercourse / coastline treated for erosion	km
Activity type / Project service	Standard Output	Unit
Monitoring	Number of monitoring regimes established	number
	Number of monitoring regimes maintained	number
Baseline data collection	Number of baseline data sets collected and or synthesised	number
Data sets / databases established and maintained	Number of data sets / databases established and maintained	number
Habitat augmentation	Area of augmentation - initial	ha
	Area of augmentation - follow-up	ha
Debris removal	Area of debris removal	ha
	Length covered by debris removal	km
	Volume of debris removed	m <sup>3</sup>
	Weight of debris removed	tonnes
Improving hydrological regimes	Area covering the hydrological regime change	ha
	Number of hydrological regimes improved	number
Improving land management practices	Area covered by practice change	ha
Improving site management practices (to protect habitat)	Number of structures installed e.g. path rationalisation	number
	Area covered by practice change	ha
Remediating riparian and aquatic area	Area remediated	ha
Revegetating habitat	Area of habitat revegetated	ha
Revegetating habitat (individual plants)	Number of plants propagated	number
	Number of cuttings collected	number
	Number planted	number
Revegetating habitat (seed collection)	Number of days collecting seed	number
	Weight of seed collected	kg
Plant survival survey	Number of plant survival surveys conducted	number
	Area surveyed for plant survival	ha
Site preparation	Area of site preparation	ha
	Length of site preparation	m
Fauna survey	Number of fauna surveys conducted - baseline	number
	Area surveyed (fauna) - baseline	ha
	Number of fauna surveys conducted - indicator (follow-up)	number
	Area surveyed (fauna) - indicator (follow-up)	ha
Flora / vegetation survey	Number of vegetation surveys conducted - baseline	number
	Area surveyed (vegetation) - baseline	ha
	Number of vegetation surveys conducted - indicator (follow-up)	number
	Area surveyed (vegetation) - indicator (follow-up)	ha

Activity type / Project service	Standard Output	Unit
Undertaking interventions to protect priority threatened species and/or ecological communities	Number of interventions - initial	number
	Number of interventions - follow-up	number
Water quality survey	Number of water quality surveys conducted	number
Research and evaluation / Science and knowledge	Number of science / research projects undertaken	number
Identification and assessment of potential project sites - Terrestrial carbon, blue carbon, carbon + biodiversity	Number of potential project sites identified and assessed - Specify terrestrial / blue carbon / carbon + biodiversity	number
Identification and assessment of potential project sites - Significant Environmental Benefit offset (SEB)	Number of potential project sites identified and assessed - Significant Environmental Benefit offset (SEB)	number

Activity type / Project service	Standard Output	Unit
Planning or management activities explicitly considering future climate scenarios	Number of planning or management activities explicitly considering future climate scenarios	number
Project planning and delivery of documents for delivery of services	Number of planning and delivery documents for delivery of services and monitoring (Specify document)	number
	Number of days project planning/preparation	number
Other activities not defined by standard outputs (Specify)	<i>Provide details</i>	<i>Provide unit</i>

## Part three: Budget

### What can't the funding be used for?

- Projects, works or activities already funded by existing or future insurance claims
- Activities that are causing or likely to cause environmental damage, either directly or indirectly
- Property boundary fencing
- Preparation of the grant application
- Purchase of machinery, plant and equipment that is not clearly outlined in the application form
- Activities that occurred before the grant began, or that have already begun
- Project management and administration costs of the applicant which are not related to the project and do not appear in the project budget table in the application form
- Routine administration expenses, including, but not limited to, office rental, office computing facilities, legal and accounting fees and bank charges.
- Existing debts or shortfalls
- Marketing and promotion of the organisation or existing services (unless directly associated with the project and educational in nature)
- Activities that are unlawful.

### What level of budget information do I need to provide?

In your application you need to provide details of all of the things that you plan to spend both the grant funds you are applying for, as well as any cash contributions that you or other parties will be providing to the project. Wherever possible, your expenditure should align to the activities that you said you would undertake in the project detail section. Below is a hypothetical example of how this can be achieved.

<b>Project Budget</b> (all figures <i>excluding GST</i> ) <sup>1</sup>			
<b>Budget item (2025-26)</b>	<b>Grant funds</b>	<b>Cash contribution</b>	<b>TOTAL</b>
Pest plant control (removing weeds) – preparing the site for the propagation day - contractor	\$2,000	\$500	\$2,500
Tree planting (contractor and volunteers)	\$5,000	\$500	\$5,500
Flyer promoting planting day	\$200		\$200
Snacks, refreshment and other incidentals on the day for the volunteers	\$300		\$300
<b>TOTAL</b>	<b>\$7,500</b>	<b>\$1,000</b>	<b>\$8,500</b>

Please check that your budget balances correctly and if you are applying for the optional 6 months, remember that you will need to split your activities and grant funding across the two financial years.

All amounts should be GST exclusive. A 'gross up' of 10% GST will be applied by the Board to the approved amount (where an applicant or sponsoring organisation is registered for GST).

### Value for money and in-kind?

In the assessment process, one of the criteria that your project will be assessed against is value for money, so it is important that you capture any cash or in-kind contributions to your project in your application.

**Cash contributions** need to be captured in your application. This should include any cash you or your organisation are contributing, as well as any cash that you will get from other partners. The \$-value needs to be included in the budget table, with the information to identify where these funds are coming from then included in the Cash contributions section, like this:

<b>Cash contributions</b>		
<b>Will there be any other cash contributions to the project?</b>	<b>Yes</b>	
<b>If yes: Who are the funding parties?</b>		
Our organisation	\$500	
Eyre Peninsula Council	\$500	
<b>(Note: The \$ value for these cash contributions is to be included in the project budget)</b>		
<b>For cash contributions from other parties, is this funding subject to approval?</b> We have our funds in our bank account ready, and the Council has committed to providing their contribution subject to approval of this grant... we will attach the letter as proof.		<b>No</b>

If you don't have the approval for the funds at the time of lodging your application, just indicate that it is subject to approval... and if you are successful, we will issue the grant conditional on you raising the matching funds needed. Likewise if you already have the cash contribution ready, then please attach evidence to your application.

**In-kind contributions** are requested in a separate question in the application. Please ensure you list all of the non-monetary support that you will provide to the project or that you will get from other partners, and then estimate what the value of this in-kind support might be. For example, the hypothetical example above the following in-kind contributions might apply:

<b>In-kind contributions</b>		
<b>Will there be any in-kind contributions to the project?</b>	<b>Yes</b>	
<b>If yes, briefly describe the in-kind contributions below.</b>		

Note - in-kind support will help demonstrate your projects value for money in the assessment process. If you are committing your own time, or other volunteers time to the project this should be costed as \$50 per hour.	
e.g. Our volunteers will be coordinating the whole event, doing tree planting and weeding activities to reduce costs (estimate 100 hours of volunteer labour @ \$50 hr)	\$3,500
e.g. Council are going to bring down a skip for rubbish on the day, and will waiver dump fees	\$300
<b>Please estimate the total amount of all in-kind support to your project</b>	<b>\$3,800</b>

### Can I ask for 100% funding or do I have to match it somehow?

You can ask for your project to be fully funded, however, it may affect your assessment score (see Section 6 of the Guidelines for applicants). If you are unable to identify any other cash contributions to your project, you may still be able to demonstrate value for money by including in-kind contributions.

### What do you mean by ongoing financial commitments?

When the Board grants funding to a grantee to undertake a project, it's important that the grantee thinks about the legacy of the works that are being undertaken, and who will be responsible for any ongoing costs associated with things such as management, maintenance or replacement costs in the future.

For some projects, e.g. where you are just running a workshop, there may be no ongoing requirements. However for others, especially where some kind of infrastructure is installed, e.g. signage, or boardwalks these will need to be maintained by the grantee.

Even in the project above, for example, there will be ongoing budget costs associated with monitoring the revegetation site for the years after, to remove any emerging weeds, carting water to the site to water plants etc.

### Can I purchase equipment to help me undertake on-ground works?

Generally, funding is not provided for the purchase of major assets, however, purchase of minor equipment may be considered if it can be demonstrated that this is essential to the delivery of specified works. Please ensure that you provide details of any capital costs and assets in your application form that are valued at more than \$500. For major assets, you are encouraged to borrow or hire equipment rather than purchasing them.

You can discuss major equipment requirements with a landscape officer to determine whether there is any equipment the EP Landscape Board may be able to provide on loan for the project.

## Part four: Monitoring

### Why do I need to monitor and report on my project?

Project monitoring and reporting is used to measure a project's progress. It's important because it allows the Board to track how your project is going and to identify any potential problems.

The monitoring requirements have been kept to a minimum and are aimed at capturing what 'change' has occurred as a result of your project.

If you are planning to host a community event, it's important to capture feedback from the participants, that will indicate how much they valued the opportunity, what they learned from it and how the workshop should be improved in future. Measuring the level of awareness before and after an event will help your group to demonstrate the benefits of your work in the future.

Likewise before and after photos (called photopoint monitoring) is a powerful way to capture what you have achieved, and whilst we require all on-ground activities to take photos at the start and end of their projects,



we would strongly encourage you to take annual photos of the site for your own records (and where possible continue to share these with us).

### **What if my project does not align to the any of the monitoring you have listed, what should I do?**

If your activity does not align to one of the required monitoring methods provided, then you will need to come up with an outline of how you could monitor your project work to demonstrate that what you have done has led to a change of some type. For example, if you are planning to create a video to demonstrate new farming practices, then you could include a before and after survey of users, or monitor how many people have accessed the video on-line.

If you are finding it hard to work out what monitoring could be included, please feel free to contact one of our landscape officers who will be able to assist you.

## **Part five: Approvals**

### **What are project approvals?**

The application will prompt you to provide details of any approvals that might be required for your project and whether these approvals have actually been granted or not. Depending on what activities you are proposing to undertake, these could vary significantly and, might include approvals such as:

- Landholder/landowner permission
- Aboriginal heritage or Native Title approval
- Water Affecting Activities
- Native vegetation clearance
- Coastal Development or Crown Lands approvals
- Council or development approval
- Other (where you can specify any 'other' approvals you might need).

Even if you don't have the approvals yet, these should be included in your applications (and your work plan and budget should factor in the costs or timeframes associated with getting the approvals, if needed). Non-disclosure of any relevant approvals could impact on the assessment of your project.

### **Will I need a Water Affecting Activity permit?**

You will need to check if your project is a Water Affecting Activity (WAA). Typical activities that may require a WAA permit include dam construction, construction works in a watercourse, (e.g. culvert crossings, excavation for drainage works, erosion control and well construction). If a permit is required, this must be identified in the application, along with any appropriate conditions. Board staff will assist applicants to apply for a permit as part of the grant approval, however grant funding will be subject to approvals being gained. For more information please go to: [www.landscape.sa.gov.au/ep/Water/water-affecting-activities](http://www.landscape.sa.gov.au/ep/Water/water-affecting-activities) or ring your [local Landscape Officer](#) to determine if a WAA permit is required.

## **Part six: Risk Management**

### **How do I assess the level of risk for my project?**

It is important that risks are identified and considered early. The risk assessment should consider issues that may impact on your ability to deliver the project and issues that may arise from the project activities. Risks may be internal (e.g. personnel turnover) or external (e.g. seasonal conditions or delays due to illness). Risks to public safety (e.g. a member of the public being injured at an event) should also be considered.

List the major risks associated with your project and identify their likely consequences, risk rating (use risk matrix table below) and the strategies you will put in place to manage them.

		Likelihood of risk occurring				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequences of risk occurring	Catastrophic	H	H	H	E	E
	Major	M	M	H	H	E
	Moderate	L	M	M	H	H
	Minor	L	L	M	M	H
	Insignificant	L	L	L	M	M

Risk ratings: **E** (extreme risk), **H** (high risk), **M** (moderate risk), **L** (low risk)

## Applications questions

### Will I be able to get an extension past the closing date for a late application?

No. **Applications close at 11pm on 4 May 2025.** Any applications received after that date will not be accepted.

### Can I apply more than once?

Yes, as long as the projects are separate and distinct and you or your organisation has the capacity to deliver them.

### When will I find out if I've been successful?

All applicants will be advised whether or not their proposed project(s) were successful by no later than 30 June 2025 (estimated date is June 13). Grant Agreements will then be sent to successful proponents.

### How do I submit my application?

Once you have checked that you have all your information recorded correctly in your application, and you have signed the declaration, your application (along with any attachments), needs to be emailed to [ep.landscapeboard@sa.gov.au](mailto:ep.landscapeboard@sa.gov.au). Applications close 11pm 4 May 2025.

### What type of supporting documents do I need to provide

Throughout the application there are sections where you are asked to provide further information to support your application, this includes the following documents:

- A copy of your (or your sponsors) current insurance policy or certificate of currency.
- Additional project detail information, for example specific site maps, project plans, letters of support, quotes for on-ground works etc.
- Evidence of any project approvals that you have received.

We recommend that you include any documentation that you can that might support your application through the assessment process. These need to be submitted as attachments to the email along with your application.