

Kangaroo Island Landscape Board

Grassroots Grants 2023–24

GUIDELINES FOR APPLICANTS

What are the Grassroots Grants?

The Grassroots Grants program supports individual landholders, volunteers, schools, community organisations, First Nations and not-for-profit groups working locally to undertake projects, to help in the management of the region's landscape and natural assets. The grants are supported through the regional Landscape Levy and the Government of South Australia's annual allocation for the Kangaroo Island Landscape Board (the Board).

What is the scope of the grants?

The KI Grassroots Grants are available to fund any activity that improves the health of Kangaroo Island's landscapes and/or connects people to KI's landscapes. All projects must contribute to one or more of the Board's regional priorities and focus areas (detailed in Figure 1 on page 2) from the [Kangaroo Island Landscape Plan 2021-2026](#). Some examples of eligible activities include, but are not limited to:

- revegetation and fencing of these new revegetated areas
- erosion management, such as building stock crossings and moving stock watering points from creeks and rivers
- watercourse and/or wetland protection and restoration
- coordinated declared weed management across neighbouring properties, or control of outlying or emerging declared weed populations
- pest animal or disease management
- sustainable agriculture, such as soil monitoring and improvement, establishing perennial pastures, integrated pest management and establishing and protecting shelterbelts
- education activities
- raising community awareness and participation in landscape management
- supporting First Nations connections to Kangaroo Island.

Please contact us if you have any other ideas that you think might fit. We strongly recommend you talk about your project with one of our relevant technical staff. Please see their details on page 3 for all technical enquiries.

When are applications due and how should they be lodged?

Applications are due by 3 pm ACDT on 1 May 2023. Late applications will not be accepted. Applications are submitted online using SmartyGrants via the link <https://landscape.smartygrants.com.au/KIGrassroots2023>






VISION					
Nurturing Kangaroo Island's landscapes together to create a thriving, sustainable future					
REGIONAL PRIORITIES	 COMMUNITY	 BIODIVERSITY	 ECONOMY	 WATER	 PESTS
	A connected community at the centre of decision making	Healthy terrestrial and marine ecosystems and biodiversity	Sustainable primary production and the island's economy	Effective water management	Effective terrestrial and marine pest management
FOCUS AREAS	Working with all sectors of the community to improve the island's landscapes	Safeguarding the structure and function of habitats and ecosystems	Improving the health of the soil, water and biodiversity that supports our economy	Managing water resources sustainably and equitably for all users	Controlling and, where possible, eradicating weeds, pests and diseases
	Making decisions based on the best available scientific, local and traditional knowledge	Protecting biodiversity to minimise species loss	Strengthening the viability of primary production through sustainable practices	Improving water quality in the island's catchments and wetlands	Strengthening KI's biosecurity arrangements
	Understanding, valuing and taking care of the natural environment and cultural heritage	Improving our understanding of the environment and the beneficial role it plays	Working in partnership with industry to ensure the island's economy continues to prosper	Protecting aquatic biodiversity and ecosystems	Managing the impact of overabundant native species

Figure 1. Regional priorities and focus areas of the Kangaroo Island Landscape Board

Technical area	Contact person	Contact details
Revegetation advice	Jo McPhee	P 0437 322 692 E kinativeplantnursery@sa.gov.au
Weed management advice	Jason Walter	P 0418 708 557 E jason.walter@sa.gov.au
Feral animal management advice	Bronwyn Fancourt	P 8553 2476 E bronwyn.fancourt@sa.gov.au
Water and wetland management advice, Water Affecting Activity permit advice, including stock crossing construction	Mark Agnew	P 0419 728 837 E mark.agnew@sa.gov.au
Native vegetation protection and revegetation advice	Kym Lashmar	P 8553 2476 E kym.lashmar@sa.gov.au
Sustainable agriculture advice	Venetia Bolwell	P 0437 172 877 E venetia.bolwell@sa.gov.au

Who can apply?

Applicants must either be a legal entity (e.g. an incorporated association, individual, partnership, corporation/company), or be sponsored by a legal entity. If a sponsor is used they will enter into the grant agreement and be responsible for managing the funding on the applicants behalf.

Eligibility includes but is not limited to:

- volunteer groups
- non-government organisations
- schools
- progress associations
- outdoor and recreational groups
- individuals.

If the applicant is not a resident or ratepayer on Kangaroo Island, they must provide a letter of support from a Kangaroo Island organisation stating how their project will directly benefit the Kangaroo Island community, or an invitation from a KI-based organisation to undertake a project on behalf of the community.

Special consideration will be given to projects that engage with First Nations people. Projects which include First Nations involvement or outcomes should demonstrate that the relevant Nation has been consulted prior to grant submission, involved in the project design and agreed to participate in the project.

When would a sponsor be needed?

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. For example this could be the local council, or an individual. A sponsor's letter is required as part of your application if you are using a sponsor.

Is an ABN required?

Applicants that do not have an ABN can be sponsored by an entity with an ABN, or they can provide a completed *Statement by Supplier* form. Contact the KI Landscape Board for more information.

Where can projects take place?

Projects must be undertaken on Kangaroo Island.

When can projects start and finish?

Projects can start on 1 July 2023 and must be completed by 30 June 2024. However, if a project contains revegetation activities the completion date can be extended until 30 September 2024.

How much funding can be applied for?

The total amount of funding available in the program for 2023-24 is \$52,000. Applicants can apply for between \$1,000 and \$8,000 (+ GST) for their project.

Variations

If the project cannot be completed, or applicants need to change the activities they are funded for, they will need to request a formal variation to the project. Please contact Bec Mussared or Alex James on 8553 2476 during business hours. A project variation form will need to be completed for review by the Grassroots Grants team.

What activities are not eligible?

The Grassroots Grants cannot be used for:

- projects, works or activities already funded by existing funding grants or 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 project budget table 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, accommodation, 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.

Note: Other activities or spending may be ineligible where they do not directly support the goals of the grants program, or where it is contrary to the spirit and intention of the grant funding. If you are unsure about the eligibility of your proposed project or activities, please contact the KI Landscape Board via the contact at the end of these guidelines.

How will project applications be assessed?

Project proposals will be assessed against how well they address the following questions:

1. Is the applicant eligible to apply for a Grassroots Grant?
2. Is the application form complete and has all required supporting documentation been submitted?
3. How well does this project meet one or more of the Board's *Kangaroo Island Landscape Plan 21-26* priorities?
4. Does the project application clearly outline what the project intends to achieve, why this is important, and the activities to be undertaken?
5. Does the project deliver good value for money in a way that will have a lasting impact?
6. Has the applicant demonstrated their ability to deliver their project and achieve the intended outcomes?

What requirements must applicants be aware of when applying?

Monitoring:

Successful projects will need to keep a record of the work they undertake over the lifetime of the project. This record will need to be submitted when the project is complete. For example, if revegetating an area please photograph the site before and after planting. Keep a record of the number of plants planted, the type of guards used and how your revegetation went. More information will be provided with the grant agreement.

Reporting:

Successful projects will be required to submit a final report detailing their achievements and a financial acquittal.

Publicity and acknowledgement:

Successful applicants will be required to work with Board staff to publicise project activities in regional communications including print media, website and social media.

All project communications must acknowledge the Board as the funding source. More detailed acknowledgement information, wording and logos will be provided to successful applicants.

Insurance:

The type of activities, the amount of funding granted and the applicant type will determine the type and level of insurance required. It is the applicant's responsibility to ensure they are adequately insured.

What is the application process?

Stage 1

Develop your project idea. It is strongly recommended that applicants discuss their project ideas with a Grassroots Grants team member (listed on page 3) prior to completing an application. This will help you to address the priorities of the Board, and identify opportunities for establishing a successful partnership.

Stage 2

Once a project idea has been developed, the applicant will submit an application for assessment. Please ensure you also submit all information needed with your application, including a map and a letter of permission from the landholder where the project will occur if it is not on your property.

Applications must be submitted via SmartyGrants online. See link:

<https://landscape.smartygrants.com.au/KIGrassroots2023>

All grants will be managed through this system. Support to use the online system is available by emailing ki.landscapeboard@sa.gov.au or by calling Bec Mussared or Alex James on 8553 2476 during business hours.

The closing time and date for applications will be 3 pm on 1 May 2023. There will be no extensions and late applications will not be accepted.

Stage 3

Projects will be assessed against a set of pre-determined criteria by an assessment panel including Kangaroo Island Landscape Board members and staff. A site assessment may also be conducted as part of the assessment process. A staff member will be in contact to organise a site inspection if required.

Stage 4

Successful applicants will be notified before the end of June 2023. Unsuccessful applicants will be notified by letter. If the grant is successful, a grant agreement must be signed by both parties before any work is commenced. Grant funding will be provided upon receipt of a compliant Tax Invoice. Some projects may be funded in stages. These details will be included in the grant agreement.

Stage 5

Projects can begin from 1 July 2023 and proceed against the agreed deliverables and any conditions outlined in the grant agreement. Grantees will be encouraged to invite Kangaroo Island Landscape Board members and staff to their activities to build relationships and document Grassroots Grants projects for promotion and engagement with the wider community.

Stage 6

All projects must be completed by 30 June 2024, unless they contain revegetation activities and then the completion date can be extended until 30 September 2024. Reporting must be undertaken in accordance with the grant agreement with a final report and acquittal submitted Within one month of the project completion date. A report and acquittal template will be provided to successful applicants.

Need assistance or more information?

For general assistance or more information please contact Bec Mussared or Alex James on 8553 2476 during business hours.