



Biodiversity
Conservation
Trust

Biodiversity Conservation Trust Conservation Partners Grants

Guide for applicants | January 2021

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Conservation Partners Grants

1. INTRODUCTION

The BCT's Conservation Partners Program is for landholders wishing to protect and manage biodiversity on their land. It is available on an on-going basis for landholders who are not seeking or are ineligible for conservation management payments under the BCT's Conservation Management Program.

Landholders with an agreement with the BCT who do not receive annual conservation management payments can generally apply at any time for a conservation partners grant.

Landholders participating in the Humane Society International's (HSI) Wildlife Land Trust Program are also eligible to apply for grants from the BCT.

Landholders participating in the Community Environment Network's (CEN) Land for Wildlife program can apply to CEN for a grant by email (preferred) to lfwnsw@cen.org.au or by phone on 02 4349 4756.

2. AM I ELIGIBLE FOR A GRANT?

Conservation partner grants are available to assist you to manage and enhance the ecological values within your agreement area.

2.1 Eligible agreements / sites

If you have one of the following types of agreements, you may be eligible to apply for a BCT conservation partners grant:

- An in-perpetuity conservation agreement (established under the *Biodiversity Conservation Act 2016 (NSW)* or the *National Parks and Wildlife Act 1974*)
- An in-perpetuity Trust Agreement (established under the *Nature Conservation Trust Act 2001*)
- An in-perpetuity or termed Registered Property Agreement (established under the *Native Vegetation Conservation Act 1997*)
- Wildlife refuge or wildlife refuge agreement (established under the *Biodiversity Conservation Act 2016 (NSW)* or the *National Parks and Wildlife Act 1974*)
- Are a participant in the HSI – Wildlife Land Trust program.

If you have a conservation agreement as a development consent condition entered under the *Biodiversity Conservation Act 2016*, *Nature Conservation Trust Act 2001* or the *National Parks and Wildlife Act 1974*, you may be eligible to apply for a grant as long as you are (a) not the proponent who is required to satisfy the consent condition, and (b) able to demonstrate you are not receiving the funds for managing biodiversity offset obligations or development consent conditions.

If you have entered into a new in-perpetuity conservation agreement to enable freehold conversion of a previous Southern Mallee Reserve lease, you may be eligible to apply for a grant if (a) the request is additional to the management obligations under the original Western Lands Lease (WLL) condition(s), management contract and plan of management, or (b) there are emerging management issues that threaten the conservation values of the conservation area.

2.2 Agreements / sites that are not eligible

You are not eligible for a BCT conservation partner grant if:

- you do not have one of the above agreements.
- you have a new conservation agreement with the BCT and are receiving annual management payments.
- you have a 'set aside' conservation agreement under the *Biodiversity Conservation Act 2016* as part of compliance outcomes under the *Native Vegetation Act 2003*.
- you have an agreement that was established for the purpose of securing a biodiversity offset including:
 - a biodiversity stewardship agreement (BSA) entered under the *Biodiversity Conservation Act 2016*
 - a BioBanking agreement entered into under the repealed *Threatened Species Conservation Act 1995*.
 - a conservation agreement as a development consent condition entered under the *Biodiversity Conservation Act 2016*, *Nature Conservation Trust Act 2001* or the *National Parks and Wildlife Act 1974* and are receiving funding for management activities.

2.3 Eligible entities

To apply for a conservation partners grant, the applicant entity must be:

- an Owner of the land¹ – as defined by the *Biodiversity Conservation Act 2016 (NSW)*
- an Australian citizen² registered for tax purposes in Australia and holding an Australian bank account, or an Australian registered company, registered for tax purposes in Australia and holding an Australian bank account
- fit and proper persons to enter into a grant agreement with the Biodiversity Conservation Trust

¹ Under the *Biodiversity Conservation Act 2016* an 'owner' of land includes: (a) every person who, either at law or in equity: (i) is entitled to the land for any estate of freehold in possession, or (ii) is a person to whom the Crown has lawfully contracted to sell the land under the *Crown Land Management Act 2016* or any other Act relating to the alienation of lands of the Crown, or (iii) is entitled to receive, or is in receipt of, or if the land were let to a tenant would be entitled to receive, the rents and profits in respect of the land, whether as beneficial owner, trustee, mortgagee in possession or otherwise, and (b) a person who leases land under the *Crown Land Management Act 2016*, and (c) any other person who, under the regulations, is taken to be the owner of the land, but (unless the regulations otherwise provide) does not include a beneficiary of a trust relating to the land.

² Australian citizens residing outside of Australia are eligible, provided they are registered for tax purposes in Australia and hold an Australian bank account

Multiple applications for the same land area will not be permitted. The BCT will accept one application per conservation agreement (and plan of management) at a time. However, agreement holders can apply for another grant once the previous grant has been acquitted in full.

Landholders will be required to declare any conflicts of interest when applying. Persons who have associations that are considered by BCT to represent a conflict of interest which is unable to be managed will not be eligible.

If the landholder is a trustee the evidentiary requirements outlined in Section 2.2 of the BCT's *Landholder Guide on Taxation issues* ([available on the BCT website](#)).

3. WHAT ACTIVITIES WILL BE FUNDED?

Conservation partner grants are available for the following activities outlined in **Table 1** below. To assist you to complete your application form and / or request a site visit from the BCT, more detailed information is provided in **Attachment 1: Conservation partners grants – eligible activities, standards and requirements**.

Any activity that involves clearing native vegetation requires a site assessment from a BCT Landholder Support Officer or Ecologist before you can apply for a conservation partners grant.

Table 1: conservation partners grants - eligible activities

Activity	Result
Assisted regeneration and weed control (as part of assisted regeneration strategy)³	Control of high threat weed species within the conservation area to maintain / enhance native vegetation in good condition. Fostering natural regeneration by actively removing threats and/or providing a trigger (e.g. soil disturbance) to enable this to occur.
Fencing	Contribution to the installation, repairs or replacement of essential conservation infrastructure – fencing, to secure conservation area, control grazing from livestock, to enable restoration of native vegetation.
Introduced pest animal control	Control of introduced pest animal species to reduce / remove pressure and/ or threat to native species within the conservation area.

³ Development of a native vegetation restoration plan to guide assisted regeneration and weed control is an eligible activity.

Revegetation (including supplementary planting)⁴	Introduction of plant propagules (either seedlings/tubestock or direct seeding) into sites with depleted or low resilience and/or where competition from introduced pasture plants or weeds are preventing natural regeneration.
Habitat restoration	Installation of nest box(es) and artificial hollows and / or addition of ground layer and habitat structure to the conservation area.
SoS management actions	Management actions identified by the Saving Our Species program where the grant applies to land that is within/contains an identified SoS site managed species site
Other maintenance	Repairs to existing features such as tracks required to maintain conservation value(s) of the conservation area.
Native vegetation restoration planning	Preparation of a native vegetation restoration plan to guide assisted regeneration and weed control, or revegetation (including supplementary planting), where limited to 10% of total eligible funding amount for 3 years (refer section 4 for funding levels).
Project / grant management	Engagement of third party(s) to develop application and / or manage the grant on behalf of agreement holder where limited to 5% of total funds.

Following **emergencies** such as bushfires, grant funding will also be considered for:

- providing support to wildlife such as watering points and shelter
- additional weed control so that native vegetation can recover
- additional or higher frequency introduced pest animal control where prey cover has been removed by fire (this should be coordinated through Local Land Services, or National Parks and Wildlife Service when adjacent to a reserve)
- other site-specific activities to restore conservation values.

3.1 Ineligible activities - what will not be funded?

Conservation partner grants are not available for the following:

- activities that are part of existing land management obligations and are already being funded

⁴ Development of a native vegetation restoration plan to guide revegetation (including supplementary planting) is an eligible activity.

- works that have already been completed⁵
- hire of landholder-owned machinery
- capital improvements such as farm infrastructure (except essential conservation infrastructure such as fencing as outlined under 'Eligible activities' above)
- purchase of equipment
- landholders' legal obligations related to weed control, such as where a control order has been issued under the *Biosecurity Act 2015* or where there are weed control requirements under a Section 88B covenant under the *Conveyancing Act 1919*.
- landholders' own labour
- ecological burning (unless approval has been granted from the relevant authority for hazard reduction and / or cultural burning objectives)
- ecological surveys and assessments will generally not be funded⁶

4. WHAT LEVEL OF FUNDING IS AVAILABLE?

There are three levels of funding available depending on the type of agreement, the highest level being for in-perpetuity agreements:

- Up to \$15,000 per annum for three years for landholders with: in-perpetuity conservation agreements, Trust agreements and, Registered Property Agreements⁷.
- Up to \$8,000 per annum for three years for landholders with a term Registered Property Agreement.
- Up to \$2,000 per annum for three years for landholders with: wildlife refuge or wildlife refuge agreement or who are members of Wildlife Land Trust.

⁵ In exceptional circumstances, the BCT may consider applications for works completed, such as assisting with the costs of reinstated fencing following bushfires. Requests will be considered on their merits, and the BCT reserves the right to refuse such requests.

⁶ The BCT may consider funding for surveys/assessments where there is demonstrated benefit to the protection or improvement of ecological values of an in-perpetuity conservation area, and the survey/assessment is part of a strategic conservation program such as Saving our Species (for example survey/assessments in SoS site managed sites, or identified in SoS project) or regional biodiversity/conservation strategies. In these circumstances the requested amount must be less than 20% of the total eligible amount for 3 years (refer section 4).

⁷ In exceptional circumstances, the BCT may consider grant requests greater than \$15,000 per annum for three years where there is an established high risk to conservation values and demonstrated need. Applicants will be required to discuss their application in detail with BCT field staff prior to submission. The BCT will consider such requests on their merits and reserves the right to: refuse such requests; add conditions to those it considers are justified; and/or limit the number of successful requests.

4.1 What about the up-front costs to manage my conservation area?

In certain circumstances, you may have the option to structure your grant so that you receive higher payments in the initial years. Requests for higher payments in initial years may be considered for the following:

- Essential conservation infrastructure - fencing, where the fencing is completed within the first 12 months of the grant
- Primary or 'knock down' weed control works (as part of assisted regeneration), where the works are supported by a restoration plan and the grant is structured to include sufficient funds for secondary (follow up) weed control
- Water point management to manage non-native herbivores and total grazing pressure (in areas below 400mm annual rainfall – generally within the western division of NSW)
- Erosion control works

If you make a request for higher initial payments, you will be asked to provide justification for the works and discuss your proposal with a BCT staff member. The BCT will consider these requests on their merits and reserves the right to refuse such requests.

4.2 What will I need to contribute?

Co-contributions from landholders such as labour and 'cash' contributions are encouraged and will be considered favourably in assessing applications. In most cases, this will be your in-kind labour to implement the conservation management works, as well as time for managing the grant and reporting to the BCT.

5. HOW DO I APPLY FOR A GRANT?

There are **five stages** to successfully accessing a conservation partners grant from the BCT. Conservation partner grants is a standing offer available for eligible landholders. If you are eligible you can submit an application at any time for eligible activities.

You can determine if your site is suitable to participate in conservation partners grants by referring to the eligibility information in section 2 (*'Am I eligible for a grant from the BCT?'*) of this guide, or by contacting the BCT on **1300 992 688**.

Applications will be assessed against the key criteria and in accordance with the principles detailed in section 7 (*'How will my application be assessed?'*) of this guide. This information is also included within the conservation partners grants application form.

Stage 1: Eligibility for conservation partner grants

Determine if your agreement site is eligible to apply for a grant.

Stage 2: Apply for a grant

Eligible agreement holders prepare and submit an application (all registered owners must sign the application form before submission).

You will need to provide the information requested in the application form as accurately as possible including providing (where relevant) your Australian Business Number (ABN), whether you are registered for GST and the Lot and Deposited Plan (LOT/DP) details for your agreement area.

Applications are assessed in the order of their receipt to confirm eligibility, completeness and to determine if the application meets the key criteria and principles.

Stage 3: Site visit (if needed)

For some activities a site visit by BCT field staff to your property will be needed so we can discuss what activities you are proposing. Once you have applied for a grant, the BCT will let you know if a site visit is needed. For more information see ***Attachment 1: Conservation partners grants – eligible activities, standards and requirements.***

Stage 4: Entering a grant agreement

Grant decisions are made and we notify you of the outcome of your application. Successful applicants are offered an opportunity to enter into a grant agreement with the BCT. The BCT may add conditions to the agreement to ensure the funded activities are aligned with best practice conservation management.

To receive the initial funding payment you will need to return the signed grant agreement along with a completed *Personal Particulars* form to the BCT. If you are not registered for GST you will also be required to provide a *Statement by a Supplier* form. All property owners are required to sign the grant agreement to demonstrate that all owners have accepted the funding conditions.

Once the grant agreement is executed (signed by all property owners and the BCT), you will receive the first funding instalment, to begin the agreed works.

Stage 5: Delivering the grant

You undertake the grant funded activity(s) as set out in your grant agreement and submit an annual report to the BCT to demonstrate completion. We manage the grant by working with you, monitoring your progress and making payments.

6. MAKING AN APPLICATION

You can apply for a conservation partners grant at any time by submitting an application form [available on the BCT website.](#)

It may be difficult for you to know the condition of the native vegetation that you propose to manage and enhance, or the activities required to improve the ecological condition of your agreement land. If this is the case and you would like to request a site visit, please contact the BCT by email info@bct.nsw.gov.au or phone **1300 992 688** (if you have a BCT agreement). If you have an eligible agreement site, BCT field staff can assess the condition of your proposed conservation area and discuss with you what activities you may want to undertake.

The application form must be completed as accurately as possible with all costs and relevant supporting information provided as detailed on the form. Once completed the application form must be signed by the legal owners of the land that is under agreement before submission.

In order for the BCT to assess your application it is important that you clearly state on the application form whether you have a valid ABN which is registered for GST.

Please note:

- if you are not registered for GST, you may include your total cash costs including any GST that will be payable by you on goods and services you purchase to implement the grant activities.
- If you are registered for GST, approved grants will pay the agreed costs plus GST.
- if you have an ABN for business activity which is not used for the management of your property, you should not quote this ABN in the application.

You are required to notify us if your GST registration status changes during the grant period.

You should refer to the checklist at the end of the application form to ensure you have completed all the required sections and provided the necessary supporting information before you submit your application.

Submit your application by email to: info@bct.nsw.gov.au

or post it to:

Conservation Partners Grants

Biodiversity Conservation Trust

Locked Bag 5022, Parramatta NSW 2124

7. HOW WILL MY APPLICATION BE ASSESSED?

Applications will be assessed in the order of their receipt.

Applications will be checked to confirm eligibility and completeness.

In order to assess your application we require an accurately completed application, if any information is outstanding it may delay the initial assessment of your application.

Applications will then be assessed against the following criteria:

- the need for the activity has been demonstrated – either by it being identified in the management plan for the agreement/covenant, or because you have made a separate case that funding is needed because new circumstances have arisen
- the activity is good value for money as it is a reasonable cost compared to similar activities.
- the approach to undertaking the activity is sound and it will deliver results to maintain or improve the conservation values of the property.

8. WHAT WILL I NEED TO DO IF MY APPLICATION IS SUCCESSFUL?

8.1 Conditions and key steps for successful applicants

If you are successful and your application is approved, you will be sent a letter of offer with a grant agreement. The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the BCT. We will identify these in the letter of offer.

To receive the initial funding, you will need to do the following:

- Complete the grant agreement. All property owners will be required to sign the grant agreement to demonstrate that all owner(s) have accepted the funding conditions.
- Complete and sign a *Personal Particulars* form which confirms the contact details of the legal owners of the property and whether the owners have an ABN that is relevant to the management of the property. All owners must sign the Personal Particulars form for the initial funding to be released.
- Bank account details are also required for the property owner(s), since grant funds can only be made available by bank transfer.
- The BCT will only make payment to one bank account and not split funds between bank accounts if there are multiple owners. For multiple owners a joint account will be required with all owners as signatories OR a signed letter must be received from all owners approving payment into the account of one owner/or joint account of some of the owners.
- Grant recipients and any contractors and consultants funded by this program are expected to be insured and maintain the minimum insurance of \$10 million. This includes public liability and where appropriate worker's compensation insurance.
- If you (as the owner(s)) do not have an ABN registered for GST, you must complete a [Statement by a Supplier](#) form. (Note the BCT considers owner(s) that are implementing works funded by the grant to be supplying services. This applies even if the owner employs a contractor to do the work).

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

8.2 Undertaking grant funded activities, reporting and accessing full grant

Once you return the signed grant agreement, the *Personal Particulars* form and the *Statement by a Supplier* form (if you are not registered for GST) to the BCT, you will receive the first funding instalment, to begin the agreed works.

You will then need to:

- do the approved work with the provided funding in the agreed timeframe, in accordance with the grant conditions

- maintain existing works
- acquit your existing grant funds before getting the next year of funding, by completing and submitting a report at agreed times (usually after each year of funding). You must also provide evidence such as copies of invoices and receipts, and before and after photographs
- agree to inspection of the works by BCT staff (if requested by the BCT with reasonable notice)
- return unexpended funds to the BCT if you sell your property prior to completing the works, unless you transfer responsibility to the new owner for completion of the program.

You must comply with all relevant laws and regulations as well as relevant policies and industry standards in undertaking the grant funded activities.

Agreement holders (and / or those who sign the grant agreement) will be responsible for obtaining all relevant licences, approvals and insurances required to undertake the grant funded activities.

9. FURTHER INFORMATION

For assistance with conservation partners grant applications.

Call us: **1300 992 688**. Visit our website: www.bct.nsw.gov.au

Or send us an email: info@bct.nsw.gov.au

ATTACHMENT 1: Conservation partners grants – eligible activities, standards and requirements.

Activity	Information required in application	Justification	When is a site assessment required?	Other information / requirements
Assisted regeneration and weed control (as part of assisted regeneration strategy)	<p>Chemical handling qualifications required if landholder is doing work.</p> <p>Quote for labour/materials.</p> <p>Main weed species & estimated area of weeds shown on Sketch map.</p> <p>Estimated area of weed cover (sparse /moderate/dense) shown on sketch map.</p> <p>Proposed method of control.</p>	<p>Supported in agreement management plan or evidence that new threat has emerged</p>	<p>For larger scale projects that cost more than \$2,000 unless otherwise agreed by the BCT.</p>	<p>Works to be undertaken in accordance with the <i>BCT Restoring Native Vegetation guidelines</i> (available on the BCT website). Weed control activities are to be undertaken either by suitably qualified environmental weed control contractor/s or by landholders who have indicated that they are capable (and with necessary experience) to complete the tasks listed in the Works Program. You need to supply a copy of your current chemical handling qualifications if you propose to do your own herbicide spraying.</p> <p>All weed control activities are to be undertaken in accordance with industry best-practice environmental weed control/bush regeneration techniques, and as recommended for the target weed by the NSW Department of Primary Industries (DPI). https://www.dpi.nsw.gov.au/biosecurity/weeds/weed-control/management-guides/noxious-enviro-weed-control</p> <p>Herbicides must be registered in NSW for the control of target weed species, or off label permit/s issued. Where weed control activities are occurring in proximity to water bodies, herbicides must be registered or permitted for aquatic situations.</p>

Activity	Information required in application	Justification	When is a site assessment required?	Other information / requirements
				<p>Works done must comply with all requirements under the Pesticides Act 1999 and Regulations.</p> <p>Sketch Map(s) – to show weed zones.</p>
<p>Essential conservation infrastructure - fencing</p>	<p>Length of fence, and whether internal or boundary fence.</p> <p>Details of type of fence (eg 5 strand plain wire) and whether fence standard or difficult (refer to <i>BCT Fencing Guidelines</i> available on the BCT website).</p> <p>Estimate of total cost of fencing and funding contribution sought.</p> <p>Year that fencing will be commenced and completed</p> <p>Quote for materials and/or labour.</p> <p>Whether native vegetation will be cleared.</p>	<p>Where there is a management plan, this must support the proposed fencing, or evidence that new threat has emerged.</p>	<p>One or more of the following:</p> <p>a) Any fencing that requires clearing of native vegetation.</p> <p>b) Fencing that costs more than \$2,000, unless otherwise agreed by the BCT.</p>	<p>Works to be undertaken in accordance with standards in <i>BCT Fencing Guidelines</i> (available on the BCT website).</p> <p>The BCT may consider funding of boundary fencing where there is a demonstrated conservation need and the boundary of a conservation area is also the property boundary. It is the landholder's responsibility to reach agreement with their neighbour regarding boundary fencing works and to have identified existing obligations, including under any grant or lease agreement or other legislation. The landholder will be required to demonstrate they have undertaken these steps prior to submitting a grant application.</p> <p>Sketch Map(s) – must show location of proposed fence.</p>
<p>Introduced pest animal control</p>	<p>Pest animal targeted.</p> <p>Type of control method (shooting, poison baiting, traps).</p>	<p>Supported in agreement management plan or</p>	<p>For larger scale projects that cost more than \$2,000, unless</p>	<p>Pest animal control activities are to be undertaken either by suitably qualified contractor/s or by landholders who have indicated that they are capable and with necessary experience (and registration and licences where applicable) to</p>

Activity	Information required in application	Justification	When is a site assessment required?	Other information / requirements
	<p>Quote for labour.</p> <p>Materials and cost.</p> <p>Coordination with neighbours' works.</p> <p>Chemical handling qualifications required if landholder is doing work.</p>	<p>evidence that new threat has emerged.</p> <p>Evidence that works are part of a coordinated program.</p>	<p>otherwise agreed by the BCT.</p>	<p>complete the tasks listed in the Works Program. You need to supply a copy of your current chemical handling qualifications if you propose to handle chemicals.</p> <p>All pest control works are to be undertaken in accordance with industry best-practice environmental pest animal control techniques, and as recommended for the target pest animal by the NSW Local Land Services (LLS) (more information at https://www.lls.nsw.gov.au/help-and-advice/pests,-weeds-and-diseases/pest-control/pest-species-control).</p> <p>Pesticides must be registered in NSW for the control of target species, or off label permit/s issued. All introduced pest animal control must comply with Pesticides Act 1999 and Regulations.</p> <p>The BCT may support shooting as an introduced pest animal control method through conservation partner grants where such control is undertaken by a professional shooter who has relevant licences, and the BCT has evidence that the use of shooting is part of a coordinated pest management strategy. The BCT will not fund materials for landholders to undertake shooting as an introduced pest animal control method unless the BCT is satisfied that the landholder is a suitably qualified and experienced professional hunter (including having relevant registration and licences).</p> <p>You should liaise with Local Land Services before undertaking pest control</p>

Activity	Information required in application	Justification	When is a site assessment required?	Other information / requirements
Revegetation (including supplementary planting)	<p>Methods</p> <p>List of species and approximate number of each species.</p> <p>Approximate area (ha) of planting (show on sketch map).Method of establishment (hand planting, direct seeding).</p> <p>Quote for materials and/or labour.</p>	Where there is a management plan, this must support the proposed work, or evidence that new threat has emerged	For all funding applications, unless otherwise agreed by the BCT.	<p>Sketch Map(s) – to show location of proposed works</p> <p>Works to be undertaken in accordance with the BCT <i>Restoring Native Vegetation guidelines</i> (available on the BCT website).</p>
Habitat restoration	<p>Plant or animal whose habitat works will improve.</p> <p>Works proposed.</p> <p>Quote for materials and/or labour.</p>	Where there is a management plan, this must support the proposed work, or evidence that new threat has emerged.	For all funding applications, unless otherwise agreed by the BCT.	<p>Proposals for nest boxes and artificial hollows must be in accordance with the <i>BCT Guidelines for Artificial Hollows</i> (available on the BCT website).</p> <p>Sketch Map(s) – to show location of proposed works</p>
SoS management actions	Works proposed are in accordance with SoS management Action for species	Where identified as a priority action within a SoS site-managed species management site, or new threat has emerged	For all funding applications, unless otherwise agreed by the BCT.	<p>Evidence that proposed action is a SoS identified action for the site managed species</p> <p>Sketch Map(s) – should show location of proposed works</p>

Activity	Information required in application	Justification	When is a site assessment required?	Other information / requirements
Other maintenance	Works proposed. Quote for materials and/or labour.	Where there is a management plan, this must support the proposed work or new threat has emerged.	For all funding applications above \$2,000, unless otherwise agreed by the BCT.	Sketch Map(s) – should show location of proposed works
Native vegetation restoration planning	Qualification/experience of practitioner preparing plan	Supported in agreement management plan, or evidence that a plan will support successful delivery of assisted regeneration or revegetation activities.		The plan is to be developed by a suitably qualified practitioner, be consistent with the BCT Restoring Native Vegetation Guidelines, and costs should not exceed 10% of total eligible funding amount (for 3 years). In most circumstances, the plan should be developed before works are commenced, so landholders will be required to enter into a grant agreement for one year, to be acquitted after the plan has been developed and landholder reporting obligations fulfilled.
Project / grant management	Engagement of third party(s) to develop application and / or manage the grant on behalf of agreement holder			Costs should not exceed 5% of the total grant amount.