



Biodiversity  
Conservation  
Trust

# Biodiversity Conservation Trust Conservation Partners Grant

**Application form** | January 2021

# Conservation partners grant application form

## Before filling out this form

Before preparing an application, please read the guidelines provided on the [BCT website](#). Please fill in the information as accurately as possible and contact the BCT if you require assistance.

### The following information must be included to enable your application to be processed:

- Your GST status – are you registered for GST?
- Your ABN (if applicable)
- The Lot/s and Deposited Plan/s [Lot/s / DP/s] of the conservation area
- Consent of all owners. The owner/s is required to sign the Grant Agreement and supply bank account details to receive funding if the application is successful
- A map/s showing the location of the conservation area relative to your property boundary and the location of proposed works

### You are also required to:

- Allocate funds to each work type for each year (not just total yearly funds requested)
- If you are not registered for GST, include total costs payable by you for the activities (including any GST if applicable)
- If you are registered for GST, include GST exclusive costs
- Attach quotes for purchase of materials and all work by contractors

### Other important notes before you complete this application form:

- Payment for your own labour is not eligible
- If your application involves funding for activities where you are going to use chemicals, you must have the minimum chemical handling qualifications. See the Conservation Partners Grants Guidelines provided on the [BCT website](#) for details
- Funding is available for up to 3 years, and the first year of funding starts when the grant is accepted by the signing of the grant agreement. Funding does not run by calendar years or financial years.

## Lodging your application form

Once completed, send the application form with any attachments to the BCT. Applications can be made at any time of the year.

**Submit form electronically** via email to: [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au)

**Or submit form by post:**

**NSW Biodiversity Conservation Trust, Conservation Partners Grants**

Locked Bag 5022, Parramatta NSW 2124

**1. Applicant details**

First name			
Surname			
Company name (if applicable)	ABN	Are you registered for GST? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postal address			
Town/Suburb	State	Postcode	
Telephone	Mobile		
Email			
Preferred method of contact?			

**2. Property details**

Who owns the property?			
Property name and address			
Lot(s) and Deposited Plan(s) of the agreement area			
Town	State	Postcode	
What type of agreement do you have on your property			
Property area (ha)			
Size of conservation area (ha)			
Size of area involved in application (ha)			

### 3. What activities are to be funded?

<p>Which of these activities are you seeking funding for? <i>(tick then complete details in Attachment 1)</i></p>	<input type="checkbox"/> Assisted regeneration and weed control (as part of assisted regeneration strategy) <input type="checkbox"/> Fencing <input type="checkbox"/> Introduced pest animal control <input type="checkbox"/> Revegetation (including supplementary planting) <input type="checkbox"/> Habitat restoration <input type="checkbox"/> SoS management actions <input type="checkbox"/> Other maintenance <input type="checkbox"/> Native vegetation restoration planning <input type="checkbox"/> Project/grant management	
<p>What is your overall goal?  Why do you want to implement these activities?</p>		
<p>Is a site visit needed in relation to this grant application? <i>(see Guide for Applicants)</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If a site visit has already occurred in relation to this application, please provide details</p>	<p>Name of person and organisation who visited</p>	
	<p>Date of visit</p>	

## 4. Funding sought

Please show how much funding you are asking for in this section.

Please note:

- **If you are not registered for GST include total costs payable (including any GST if applicable)**
- **If you are registered for GST, all costs to be quoted GST Exclusive**
- All contracted work requires a quote. Quotes must identify the cost and separately show any GST payable.
- Some quotes will include materials in the hourly rate, if so, there is no need to show material costs here.
- Do not include your in-kind contributions.

**Table 1: Funding sought – labour and materials**

(add figures without commas ie as 1234 not 1,234)

Project work	Year 1 Grant funds	Year 2 Grant funds	Year 3 Grant funds
Weed control – contractor labour			
Weed control – materials			
Fencing – contractor labour			
Fencing – materials			
Pest animal control – contractor labour			
Pest animal control – materials			
Planting – contractor labour			
Planting – materials			
Habitat restoration – contractor labour			
Habitat restoration – materials			
SoS management actions – contractor labour			
SoS management actions – materials			
Other maintenance – contractor labour			
Other maintenance – materials			
Native vegetation restoration planning			
Project / grant management			
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Summary of grant funds

Please note:

- If you are not registered for GST include total costs payable (including any GST if applicable)
- If you are registered for GST, provide GST exclusive costs

**Table 2: Summary of funding sought**

Project work	Year 1 grant funds	Year 2 grant funds	Year 3 grant funds	Subtotals
Weed control				\$
Fencing				\$
Pest animal control				\$
Planting				\$
Habitat restoration				\$
SoS management actions				\$
Other maintenance				\$
Native vegetation restoration planning				\$
Project / grant management				\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## Need for funding

Are the proposed activities supported in the management plan of your agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>No</b> , outline why the activities are necessary, and how it will improve the conservation values?		
What previous or other current funding have you received for environmental management activities in the conservation area?		
Has this previous funding been acquitted? If not, why not?		

**Landholder contributions**

Are you using your own labour to do works?	<input type="checkbox"/> Yes - all hours of works	<input type="checkbox"/> Yes - some hours <i>Number of hours</i> <input type="text"/>	<input type="checkbox"/> No hours
If <b>yes</b> , please outline how you are capable and with necessary experience to undertake the activities			
Are you contributing in addition to labour? (eg own materials)	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
Estimate of your contribution (\$)			

**5. Signature(s) of property owner(s)**

I certify that the information given in this application is true and correct.

If more than one owner, please use additional spaces.

I certify that funding is not being sought for works already completed or already funded

<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Date</b>		<b>Date</b>	

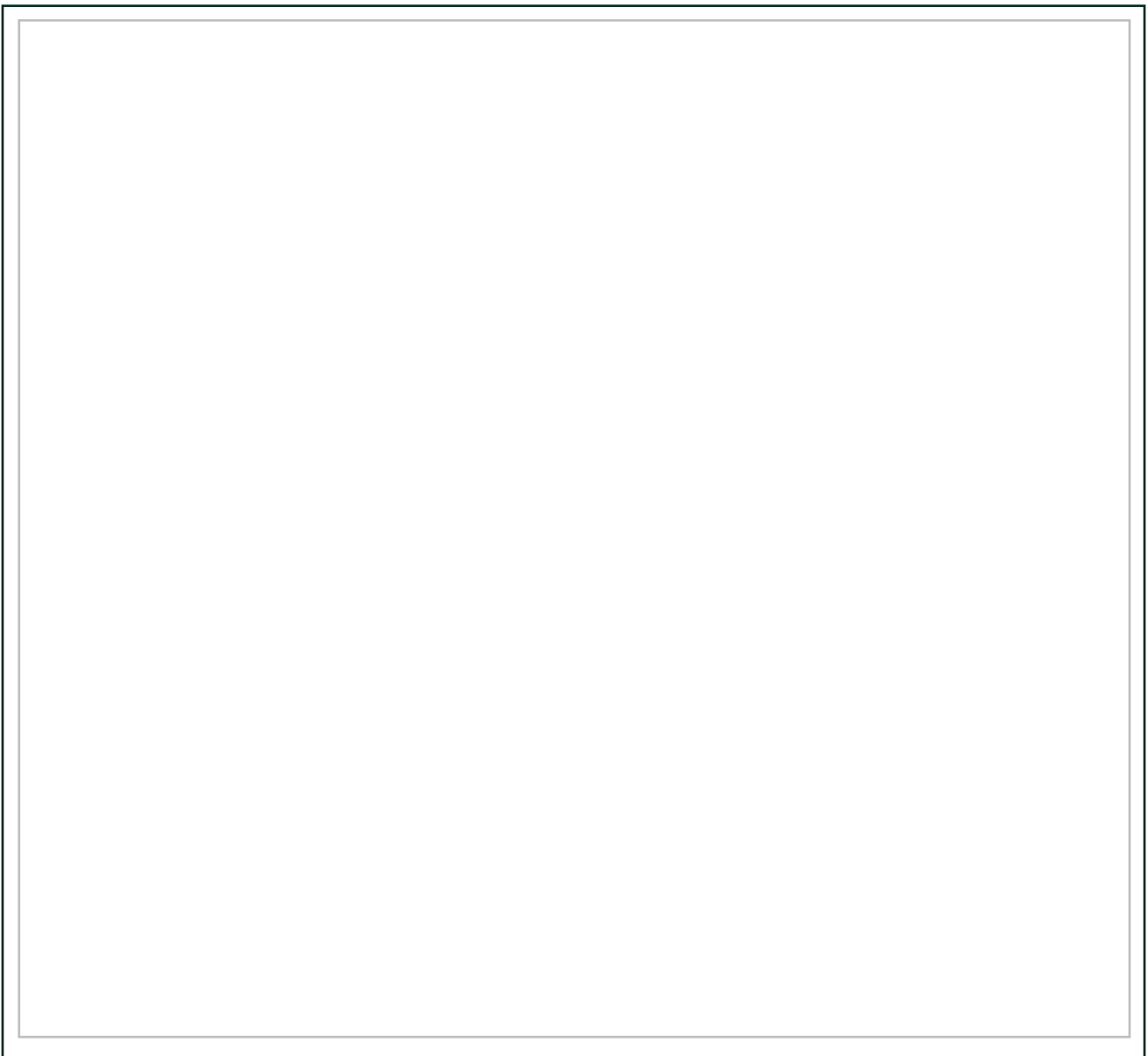
<b>Signature</b>		<b>Signature</b>	
<b>Name</b>		<b>Name</b>	
<b>Date</b>		<b>Date</b>	

## 6. Sketch map of works activities

Please provide a sketch map (preferably as a separate attachment). **The map should show:**

- Property boundary (and show which direction is north)
- Conservation area (area under agreement)
- Areas of weed infestation, shown as zones on the map (no more than 3 zones)
- Any proposed fencing
- Area of other proposed works, specifying what type of work

Wherever possible, mapping details should be overlaid on an aerial image of suitable scale, or a topographic map. Google Maps may provide a suitable base layer for maps, or alternatively, maps from the actual agreement which protects the (relevant part of the) property may be used.



*If you submit your application electronically, please send a scan of your Sketch Map as an attachment to [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au).*



## Attachment 1: Details of activities

### A. Assisted regeneration and weed control (as part of an assisted regeneration strategy)

If your application is for weed control as part of an assisted regeneration strategy for native vegetation, please complete the table below listing the species of weed targeted, the estimated area of infestation and proposed method of control and, indicate the level and estimated area of infestation on your sketch map. Landholders may apply for the BCT to contribute to their gaining of necessary chemical handling qualifications needed to carry out funded works.

Yr	Proposed activity Identify priority species to be controlled ( <i>see list of priority weeds by LLS region at <a href="https://www.lls.nsw.gov.au/biosecurity/weed-control">https://www.lls.nsw.gov.au/biosecurity/weed-control</a></i> )	Weed zone <i>As per weed zones in sketch map – Zone 1,2 or 3</i>	Estimated area of infestation <i>(approx area (ha) of control activity OR approx. % of total conservation area</i>	Level of cover <i>Sparse (S) Moderate (M) Dense (D)</i> <b>Please tick</b>	Proposed method of control <i>Eg. splatter gun, spot spray, cut and paint, Refer DPI handbook link below</i> <b>(specify)</b>	Materials needed <i>Eg. Herbicide - specify</i>
Yr 1				<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D		
Yr 2				<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D		
Yr 3				<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> D		

**Notes**

Works to be undertaken in accordance with the *BCT Restoring Native Vegetation Guidelines* [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.

All weed control works 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>

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.

Works done must comply all requirements under the Pesticides Act 1999 and Regulations.

**B. Essential conservation infrastructure - fencing**

If you are applying for funding to assist with essential construction fencing, the request will need to be consistent with the *BCT Fencing Guidelines* [available on the BCT website](#). Please indicate the approximate location of the proposed fencing on your sketch map.

Length of fence (m)	Internal or Boundary fence (tick)	Type of fence (E.g. 5 strand plain wire, TGP fencing) <a href="#">Refer to BCT guidelines on the website</a>	Standard or Difficult <a href="#">Refer to BCT guidelines on the website</a>	Total estimate costs of fence	Funds requested for fencing from BCT	Year that fencing commenced (tick)	Year that fencing finished (tick)
	<input type="checkbox"/> Internal <input type="checkbox"/> Boundary		<input type="checkbox"/> Standard <input type="checkbox"/> Difficult			<input type="checkbox"/> Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3	<input type="checkbox"/> Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3

### C. Introduced pest animal control

Landholders may apply for the BCT to contribute to their gaining of necessary chemical handling qualifications needed to carry out funded works.

Year	Animal(s) targeted	Method/s (e.g. poison baiting, trapping, etc.)	Materials needed	Coordinated with neighbours? (describe coordination efforts)
Year 1				<input type="checkbox"/> Yes <input type="checkbox"/> No
Year 2				<input type="checkbox"/> Yes <input type="checkbox"/> No
Year 3				<input type="checkbox"/> Yes <input type="checkbox"/> No

#### Notes

*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 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.*

*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>).*

*All introduced pest animal control must comply with all requirements under the Pesticides Act 1999 and Regulations.*

*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 shooter (including having relevant registration and licences).*

*You should liaise with Local Land Services before undertaking pest control.*

**D. Revegetation (including supplementary planting)**

Revegetation will need to be consistent with the *BCT Guidelines for Restoring Native Vegetation* [available on the BCT website](#).

Year	Main species to be planted	Approx. number	Approx. area of planting proposed (ha)	Proposed method (Eg hand planting, direct seeding)	Materials needed (eg tube stock, guards)
Year 1					
Year 2					
Year 3					

**Notes**

*Works to be undertaken in accordance with the BCT Guidelines for Restoring Native Vegetation [available on the BCT website](#).*

*Funding for supplementary planting will only be considered where this activity is supported or permitted by the management requirements of the agreement on the land, or evidence that new threat has emerged, and a site visit has been undertaken.*

**E. Habitat restoration**

If applying for funding for specific works to improve habitat elements for threatened plants or animals, please indicate the species targeted and the works planned in the table below:

Year	Plant or animal whose habitat proposed works will improve	Works proposed <i>(include numbers of items eg. nest boxes, logs, rocks)</i>	Materials needed
Year 1			
Year 2			
Year 3			

**Notes**

*Placement of logs or rocks must be supported by the agreement management plan for the conservation area and should be supported by your BCT Landholder Support Officer. Advice should be sought from your BCT Landholder Support Officer before placement of nest boxes.*

*Proposals for nest boxes must be in accordance with the BCT Guidelines for Artificial Hollows [on the BCT website](#).*

**F. SoS management actions**

If applying for funding to undertake Saving our Species management actions, the proposal must be for management activities identified by the SoS program, and where the request applies to land that is within/contains an identified SoS site managed species site. Please indicate the SoS site managed species site, and the management actions proposed in the table below:

Year	SoS site managed species site	Management actions proposed	Materials needed
Year 1			
Year 2			
Year 3			

**G. Other maintenance or response to emergencies**

If applying for funding for other maintenance works (not covered above) needed to maintain conservation values on your property, please outline the works planned in the table below.

Following emergencies such as the 2019-2020 bush fires, 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 NPWS when adjacent to a reserve)
- other site-specific activities to restore conservation values.

Please discuss any impacts from emergencies with the BCT so we can assist you with your funding needs.

Year	Conservation values to be maintained by the works	Works proposed	Materials needed
Year 1			
Year 2			
Year 3			

### H. Native vegetation restoration planning

If applying for funding for a native vegetation restoration plan, the plan must be prepared by a suitably qualified practitioner, be consistent with the BCT Restoring Native Vegetation Guidelines, and costs for the plan be limited to 10% of total eligible funding amount (for 3 years):

Native vegetation restoration plan	Qualification/experience	Funding sought (Year 1 only)
<input type="checkbox"/> Assisted regeneration and weed control  <input type="checkbox"/> Revegetation (including supplementary planting)  <input type="checkbox"/> Both of the above	<b>Name of practitioner preparing the plan:</b>  <b>Qualifications/experience:</b>	\$

#### Notes

*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.*

### I. Project management

If applying for funding for engagement of third party(s) to develop application and / or manage the grant, project management costs are limited to 5% of the total funding sought. Please provide an outline of costs below.

Total funding sought (over 3 years)	Total project management costs sought
\$	\$



### Checklist – before you send off your application

- Have you confirmed your GST status?
- If you are not registered for GST include total costs payable (including any GST if applicable)
- If you are registered for GST, include GST exclusive costs
- Have all owners signed the application?
- Does the map show all work areas and weed type areas if applicable?
- Keep a copy of this application for your records
- When the application is completed, email it to the BCT: [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au) Alternatively, you can print and mail it to:

Biodiversity Conservation Trust, Conservation Partners Grants, Locked Bag 5022, Parramatta NSW 2124

#### How we use your information

The BCT is committed to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW). Personal information provided on this form is collected for the purpose of administering the BCT's Conservation Partners grant program, and consideration of your eligibility for the BCT's other programs and future opportunities. The BCT will not use it for any other purpose, nor will it be disclosed, unless with your consent or in other circumstances where such use or disclosure is permitted under the *Privacy and Personal Information Protection Act 1998*. You may choose not to provide your personal information to BCT. However, this may mean that it is not possible for the BCT to assess your grant application. For information about how your personal information is collected, used and disclosed by the BCT, please see the privacy policy available at <http://www.environment.nsw.gov.au/whoweare/privacy.htm>. You can ask to access or amend your personal information held by the BCT by contacting: NSW Biodiversity Conservation Trust **Email:** [info@bct.nsw.gov.au](mailto:info@bct.nsw.gov.au) **Phone:** 1300 992 688 **Post:** Locked Bag 5022, Parramatta NSW 2124