



**IVENS F (TOON) BUFFETT
ENVIRONMENTAL TRUST PROJECTS
ROUND 7
Norfolk Island
2023-2025**

Grant Guidelines

PROTECT, MAINTAIN, SUSTAIN

NORFOLK ISLAND

ENVIRONMENT, HERITAGE, NATURAL RESOURCES & LAND

Opening date:	18th August 2023
Closing date and time:	5.00pm on Friday 29th September 2023
Administering entity	Norfolk Island Regional Council
Enquiries:	If you have any questions about the Ivens F (Toon) Environmental Trust Fund, please contact us via Norfolk Island Regional Council Customer Care. email: toontrust@nirc.gov.nf Phone (free call): 0100
Date guidelines released:	Friday 11th August 2023
Type of grant opportunity:	Open competitive

Contents

1. Introduction – Aims of the Toon Trust.....	3
2. About the grants	3
Who can apply?.....	3
What are eligible activities?.....	3
How much is available?.....	3
Project duration	4
Timing of grant opportunity.....	4
3. Submitting an application	4
How do I submit my application?	4
How is my application assessed?.....	5
4. If your application is successful	6
Grant agreement.....	6
How we pay the grant.....	6
How we monitor your project.....	6
Final report.....	7
Ad-hoc report.....	7
Progress visits.....	7
Grant agreement variations.....	8
Keeping us informed	8
Evaluation	8
Grant acknowledgement	9
Appendix A.....	10
ELIGIBLE ACTIVITIES	10
INELIGIBLE ACTIVITIES.....	11

1. Introduction – Aims of the Toon Trust

The Toon Environment Trust was set up to provide a legacy for Norfolk Island and to be a worthy tribute to the memory of Toon Buffett. Through a grants process, the Toon Environment Trust seeks to support projects that:

- improve and restore the environment;
- conserve and protect native vegetation and cultural heritage;
- help people manage their natural resources; and
- manage issues related to the land.

2. About the grants

Who can apply?

Applicants may be individuals or incorporated groups. Community groups that are not incorporated can still apply but they will require a sponsor to support them.

What are eligible activities?

Through this round of funding, we are prioritising projects that contribute to improved water quality or water retention. However, if you have a project that does not contribute to water quality or water retention but is in line with the aims of the funding you can still apply. Appendix A includes a list of eligible and ineligible activities. The list is not complete but provides ideas that applicants may wish to consider. It is helpful to identify in your application the eligible activities that the project is relevant to.

To be eligible, expenditure must:

- be incurred by you within the project period;
- be a direct cost of the project; and
- be incurred by you to undertake required project activities.

You must keep payment records of all eligible expenditure and be able to explain how the costs relate to the agreed project activities. The project costs must also be reasonable and appropriate for the activities performed.

How much is available?

The grant will be for up to 100 per cent of eligible project expenditure.

- The minimum grant amount is \$1,000.
- The maximum grant amount is \$10,000.

Project duration

The maximum project duration is 20 months.

It is anticipated that projects funded through this round of funding will be completed by 30 June 2025.

In exceptional unforeseen circumstances, such as extreme weather conditions or loss of key project personnel, you may request an extension to complete your project by no later than 31 December 2025.

Timing of grant opportunity

Applications must be submitted by the closing date. We cannot accept late applications.

If you are successful, we expect that projects will be able to commence from Mid-December 2023.

3. Submitting an application

How do I submit my application?

Applications must be made by submitting an Expression of Interest form.

Applications can be submitted by 4pm on Friday 29th September 2023 by:

Mail: 'Ivens F (Toon) Environmental Trust Fund'
c/- Planning and Environment
Norfolk Island Regional Council
PO Box 95
NORFOLK ISLAND 2899

or

Email: toontrust@nirc.gov.nf
Subject: Attention: 'Ivens F (Toon) Environmental Trust Fund'

or

In Person: 'Ivens F (Toon) Environmental Trust Fund'
c/- Planning and Environment
Council Bicentennial Complex
Customer Care Team
39 Taylors Road
NORFOLK ISLAND 2899

How is my application assessed?

Your application will be assessed by an advisory panel made up of members of the Norfolk Island Regional Council Reserves and Conservation Advisory Committee. A site visit may also be requested to provide you with an opportunity to explain the objectives of your project.

The panel will assess each project against the Ivens (F) Toon Buffet Environmental Trust Projects Round 7 guidelines.

Proposed budgets may be adjusted if items are ineligible and cannot be funded through these grants.

Projects will be prioritised and assessed according to their ability to deliver outcomes and value for money.

The advisory panel will assess each application and make a recommendation to the Trustees to approve funding for successful projects.

The trustees will notify successful applicants and a financial agreement will be prepared outlining the details of the project (including proposed on-ground works and planned outcomes), level of funding provided and reporting requirements for the successful applicant.

Table 1: Proposed timing for this grant opportunity

Activity	Timeframe
Funding opportunity opens	Friday 18 th August 2023
Funding opportunity closes	Friday 29 th September 5.00 pm
Assessment of applications	By Wednesday 1 st November
Negotiations and award of grant agreements and notification to unsuccessful applicants	By Wednesday 15 th November
Grant agreements finalised	By Friday 8 th December 2023
Earliest start date of project	Mid-December 2023
Progress Report 1 due	Friday 28 th June 2024
Progress Report 2 due	Friday 15 th December 2024
Final Report due	Friday 27 th June 2025
End date of grant commitment	30 th June 2025

4. If your application is successful

Grant agreement

You must enter into a grant agreement with the Norfolk Island Regional Council by 8th December 2023.

We must finalise and execute a grant agreement with you before we can make any payments.

We are not responsible for any expenditure you incur before a grant agreement is executed. If you choose to start your project before you have an executed grant agreement, you do so at your own risk.

The approval of your grant may have specific conditions or budget changes determined by the assessment process or other considerations made by the Trustees. We will identify these in the offer of funding.

How we pay the grant

The grant agreement will state the maximum amount that will be paid.

The maximum grant amount will not be exceeded under any circumstances. If you incur extra costs, you must meet them yourself.

The grant funds will be distributed as follows:

- 25 per cent of the grant will be paid on execution of the grant agreement;
- 25 percent of the grant will be paid after the first progress report is received, assessed and approved;
- 25 percent of the grant will be paid after the second progress report is received, assessed and approved;
- The final 25 percent of the grant will be paid on completion of the project after the final report is received, assessed and approved.

You will be required to report on progress through the 2 progress reports and report on how the grant funds were spent as part of the final project report.

A site visit may be requested at the completion of the project to confirm the completion of the project in line with the grant agreement.

How we monitor your project

You must submit a progress report and a final report in line with reporting requirements in the grant agreement.

We will provide templates for these reports to successful applicants as part of the grant agreement.

We will remind you of your reporting obligations before a report is due.

We will expect you to report on:

- the outcome/s of your project
- project expenditure, including expenditure of grant funds and in-kind contributions.
- contributions of participants directly related to the project (cash or in-kind labour).

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the outcomes of your project by assessing reports you submit and may request site visits to confirm the details provided in your reports if necessary.

Occasionally we may need to re-examine claims, seek further information or request an independent financial audit of claims and payments.

Final report

When you complete your project, you must submit a final report in line with the grant agreement before the final grant payment can be made to you.

We will provide a template for this report as an appendix to successful applicants as part of the grant agreement.

We will remind you of your reporting obligations before the report is due.

The amount of detail you provide in your report should be relative to the project size, complexity and grant amount.

The final report must:

- Include satisfactory evidence of your project completion, including images where appropriate.
- Detail the total eligible project expenditure (along with receipts or other evidence of expenditure) incurred for the project.
- Be submitted by the report due date.
- Be in the format provided in the grant agreement.

Ad-hoc report

We may contact you and request ad-hoc verbal or written reports on your project. These may be required to provide us with an update on progress with the project, or any significant delays or difficulties in completing the project.

Progress visits

We may visit you during the project period or at the completion of your project to review your progress in line with the grant agreement.

We may also request to inspect the records you are required to keep under the grant agreement.

We will contact you directly before any visit and provide you with reasonable notice of any compliance visit.

Grant agreement variations

We recognise that exceptional, unforeseen circumstances, such as extreme weather conditions or loss of key project personnel, may affect project progress. In these circumstances, you can request a variation to your grant agreement, which may include:

- Extending the timeframe for completing the project (but not beyond 31 December 2025).
- Changing project activities and intended outcomes.

Note there will be no opportunity to apply for extra funding to complete a project.

If you want to propose variations to the grant agreement, you must put them in writing before the grant agreement end date so the variation/s can be considered and approved or rejected.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- How it affects the project outcome.
- Whether the proposed changes are consistent with the program policy objective, aims and grant opportunity guidelines.

Keeping us informed

You should let us know as soon as possible if anything is likely to affect the timing or outcomes of your project.

We need to know of any key changes to your organisation or its business activities, particularly if it is possible that changes or other factors may affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- Name.
- Addresses.
- Nominated contact details.
- Bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of the timing of planned events relating to your project and provide an opportunity for the promotion of the Ivens F (Toon) Buffett Environmental Trust Fund program.

Evaluation

We will evaluate your project to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports to help with this evaluation.

We may also contact you and request more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

Grant acknowledgement

If you make a public written statement about a project funded under the program, you must acknowledge the grant by including the following sentence in:

'This project received grant funding from the Ivens F (Toon) Buffett Environmental Trust Fund.'

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

If you need advice about appropriate wording for signage or other communications, please contact us and we will be pleased to assist.

Appendix A

ELIGIBLE ACTIVITIES

Activities that are eligible under the Trust include, but are not limited to:

1. **Revegetation with native/endemic species (using Norfolk Island Native Vegetation Mapping as a guide for species selection).**
 - To improve water quality in watercourses; or
 - To improve biodiversity or habitat for native species; or
 - To stabilise soil and/or reduce erosion; or.
 - To manage groundwater recharge.
2. **Fencing**
 - To control stock access to watercourses; or
 - To protect streamside habitat and improve water quality; or
 - To protect and preserve remnant vegetation and protect threatened flora species or to enhance habitat for native birds.
3. **Weed Control**
 - Where there is high biodiversity conservation benefit.
4. **Sustainable Agriculture**
 - Improve production of food as well as the delivery of enhanced environmental services; or
 - Improve pasture productivity and carrying capacity within grazing areas; or
 - Demonstrations or trials of new techniques for sustainable farming.
5. **Capital Works**
 - Leaky weirs in areas where they would have a benefit for water quality and run off; or
 - Infrastructure to improve access to natural areas e.g. viewing platforms, boardwalks; or
 - Infrastructure to foster the community's knowledge of the natural history and cultural importance of the public reserves e.g. Interpretive signage).
6. **Pest or Disease Management**
 - To protect threatened native species or ecological communities (e.g. weed control and feral animal control); or
 - Activities that focus on local pest plant or animal control or reducing the impact and spread of existing pests or diseases; or
 - Activities to improve food security; or
 - Coordinated pest plant and animal programs (eg. Community rat baiting).
7. **Community Capacity Building**
 - activities such as workshops, field days, website development, demonstration of techniques, community monitoring, surveys, and other awareness-raising activities that develop the community's natural resource management skills that lead to on-ground benefits for biodiversity conservation.
 - activities such as workshops, field days, website development, demonstrations of techniques, community monitoring, surveys, and other awareness-raising activities

that develop the community's sustainable agricultural skills and lead to on-ground benefits to sustainable food production on Norfolk Island.

INELIGIBLE ACTIVITIES

The Trust will not fund the following.

- Activities inconsistent with the aims of the Trust
- Activities that have any adverse impact on any matter of National Environmental Significance under the Environment and Protection and Biodiversity Conservation Act.
- Activities related to:
 - shelter structures;
 - upgrading or maintenance of septic/waste water management systems;
 - de-silting, decommissioning or constructing dams; and
 - maintenance of plantings funded under previous grants from the Trust
- Applications that seek more than \$10,000.
- Labour supplied by the applicant.
- Work that is undertaken before the project is endorsed or outside of the agreed timeframes for the project.
- Standard boundary fencing that is a landholder's normal responsibility.
- Capital works, including construction of buildings, seawalls, rock walls, groynes, car parks or roads which do not have a conservation benefit.
- Purchase of equipment that is normally the applicant's responsibility, such as hand tools or protective clothing.
- The purchase, lease or acquisition of computer hardware or software, photocopiers, GPS equipment or media equipment including videos, cameras and projectors.
- The purchase, lease or acquisition of motor vehicles, watercraft, aircraft or fuel, other than short term hire where there is a clear demonstration that the hire is essential to the success of the project.
- The purchase, lease or acquisition of land.
- Activities designed to raise revenue such as production of publications to be sold on a cost-recovery or profit basis.
- Day-to-day operating costs, including costs of incorporation, insurance, office accommodation, telephone and internet costs, administrative, accounting and word processing services, and other overheads.
- Food and accommodation, including catering for meetings or field days, camping equipment, marquees, barbecues, refrigerators, etc, unless you can demonstrate that this is essential to the success of your project.
- Expert advice that is provided through government agencies.
- Administration or legal costs.
- Research.
- Earthworks mainly for private benefit.
- Subsidies for commercial operations including for:

- commercial nurseries or tree plantations;
- normal pasture species;
- soil conditioning, e.g. application of lime, clay spreading.
- Projects that are concerned mainly with commercial production unless they are new to the region concerned and seek to demonstrate a more sustainable management of natural resources.
- Subsidies for non-commercial activities that will compete with commercial operations.
- Time spent travelling to project activities or time spent attending field days or workshops.
- International travel.
- Projects that propose the introduction or establishment of plants, animals, or other biological agents that are known to be, or could become, environmental or agricultural weeds or pests.
- Control of feral animals that is primarily directed at enhancing economic production.
- Control of weeds on private or leasehold land unless combined with restoration or rehabilitation of natural habitat.
- Weed control where the primary benefit will be for agricultural production purposes.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

We will not fund items that you do not budget as part of your application. You must consider all aspects of your project to ensure you include all relevant expenditure.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.