



**The Noosa Biosphere® Reserve
Foundation Ltd**

**GRANTS SCHEME
GUIDELINES 2017-18**

Endorsed by Sub-Committee:

21 July 2017

- 1 BACKGROUND
- 2 NOOSA BIOSPHERE RESERVE GRANTS SCHEME
- 3 WHO CAN APPLY?
- 4 GRANT TIME TABLE
- 5 SUBMISSION OF PROPOSALS
- 6 AWARD & PUBLICATION OF GRANTS
- 7 PROJECT IMPLEMENTATION, MONITORING & REPORTING
- 8 PROJECT FINALISATION REPORTING & ACQUITTAL
- 9 CRITERIA FOR IDENTIFICATION AND DEVELOPMENT OF NBR PROJECTS
- 10 EXPRESSION OF INTEREST FORM

1 BACKGROUND

The whole of the Noosa Shire and the immediate coastal waters have been designated the Noosa Biosphere®¹ Reserve (NBR) under the UNESCO Man and Biosphere (MaB) Program, with endorsement from the local, State and Federal governments. Noosa Biosphere® Reserve is intended to be conserved as a special place in which the local community, government agencies and private businesses work together to foster environmental sustainability of human activities and protect the region's natural environment and biodiversity.

The Noosa Biosphere® Reserve Foundation (NBRF) was established in 2015 with a Board of Directors appointed from the community responsible for oversight and advancement of the Biosphere Reserve.

The NBRF Board envisages a strong partnership of interested community members, stakeholders and partners, delivering an integrated program of actions, which pursue and promote the objectives of environmental sustainability of human activities; conservation of biodiversity; and learning and exchange of lessons, for advancement of the Noosa Biosphere® Reserve and the MaB Program.

2 NOOSA BIOSPHERE RESERVE GRANTS SCHEME

In order to foster and facilitate relevant actions and projects by the many stakeholders and partners in the Biosphere Reserve, the NBRF Board has delegated authority to a Board Sub-Committee to administer a Grants scheme, using funds made available through the NBR Trust.

The Board Sub-Committee consists of Clare Cartright (Chair), David Dique, Karen Hussey and Frank Wilkie. The Sub-Committee is supported by Nick Heath, strategic adviser to the NBRF.

3 WHO CAN APPLY?

Incorporated not-for-profit entities and community groups.

Private businesses and individuals are NOT eligible to receive grants directly, but are encouraged to collaborate with an incorporated not-for-profit organisation or community group through which an application can be made.

¹ The words "Noosa Biosphere" and associated logo are registered trademarks owned by Noosa Council and used under licence by the Noosa Biosphere Reserve Foundation.

4 GRANT TIME TABLE

Call for Expressions of Interest	26 July 2017
Expression of Interest submit	by 25 August 2017
Approve grants <\$20k and shortlisting of grants >\$20k	by 1 September 2017
Shortlisted candidates to develop and submit full proposal	by 29 September 2017*
Proposal appraisal and decision communicated	from 13 October 2017*
Issuing letters of contracts and grants	from 20 October 2017*

*or by agreed deadline

5 SUBMISSION OF PROPOSALS

Applicants are asked to submit an Expression of Interest to the Sub-committee, using the template provided at ATTACHMENT 1. The Sub-committee will assess each Eol submission against the criteria published in Section 8 of these Guidelines, and will provide their decision to each proponent.

The Sub-committee's decision can include the short-listing of a project with decision pending further documentation, implementation planning and contract negotiation.

6 AWARD & PUBLICATION OF GRANTS

The Sub-Committee will award grants through a letter of contract to the successful applicant. The letter will be borne out of negotiations between the applicant and the NBRF, and outline conditions including but not limited to:

- Progress reporting requirements against agreed Key Performance Indicators (KPIs)
- Requirements for acquittal of funding on completion of the project.
- Provision of reports on results in accordance with an agreed plan.

The Sub-committee will publish the list of projects awarded Grant funding and included in the NBR Program. The progress of projects and results achieved will be recorded and shared on the NBR Foundation's Website.

7 PROJECT IMPLEMENTATION, MONITORING & REPORTING

Project grant recipients will implement their projects in accordance with the plans and grant contract agreed with the NBRF Sub-committee.

The contract will specify requirements for monitoring and reporting on project progress against agreed Key Performance Indicators (KPIs), achievement of results, and expenditure of grant funding.

8 PROJECT FINALISATION REPORTING & ACQUITTAL

A final written report must be provided by the agreed completion date, and as a minimum will include:

- A financial reconciliation of expenditure, certified by an appropriately qualified person as required by the contract;
- Details of how the money was spent and how it can be linked back to the activity for which funding was initially requested;
- A summary report of the achievements of the completed project against the agreed plan and KPI.
- Written and photo/graphic materials describing the project outcomes and lessons, suitable for use in NBR Foundation reports and publicity.

NOTE:

- The Sub-committee may request additional reporting, publicity and presentations and these will be contained in the letter of contract.

9 CRITERIA FOR IDENTIFICATION AND DEVELOPMENT OF NBR PROJECTS

The following criteria will be applied by the NBRF Sub-Committee:

Criteria 1 (Weighting: 30%): Clear alignment with one or more of the NBRF Priority Areas.

Criteria 2 (Weighting: 30%): Strong project management, design and delivery mechanisms to achieve project goals, and wherever appropriate, collaboration between organisations with demonstrated delivery capacity.

Criteria 3 (Weighting: 20%): Significant co-investment (cash or in-kind) from project partners.

Criteria 4 (Weighting: 20%): Evidence of strong potential for engagement with broader Noosa region and community.

Criteria 1 requires alignment with priority areas of the NBRF. While, the overarching purpose of this grants round is ***prosperity from protection***, this ambition must be delivered within four priority areas.

1. Contribution to the long-term health of Noosa River, Estuary and downstream marine values for current and future generations.
2. Contribution to the best practice and innovative management of our hinterland, particularly Kin-Kin catchment, to deliver sustainable use of our land, water and agricultural assets.
3. Improved biodiversity management within the Biosphere with a focus on icon species.
4. Sustainable socio-economic development proposals, feasibility studies, prospectus or new financing mechanisms which can deliver long term prosperity *and* protection to the Biosphere and its communities.

10 EXPRESSION OF INTEREST FORM

PROJECT DETAILS	
Title of project	
Is your project:	
Small <\$20,0000	Large >\$20,000
Name of lead project proponent/organisation	
Project partners (please list)	
Name of Project Leader: Contact details:	
Summary of project aims and objectives (max. 200 words) (note this summary may be used for communicating to the public)	
PROJECT PLAN	
<p>NBRF Priority areas – Please indicate which areas the project intends to address</p> <p>The overarching purpose of this grants round is <i>prosperity from protection</i>, an ambition which can be delivered within four priority areas.</p> <p>Please indicate which of these priorities your project responds to, noting that your project could be relevant to one or more of these priority areas.</p> <ol style="list-style-type: none"> 1. Contribution to the long-term health of <u>Noosa River, Estuary and downstream marine</u> values for current and future generations. 2. Contribution to the best practice and innovative management of our <u>hinterland, particularly Kin Kin catchment</u>, to deliver sustainable use of our land, water and agricultural assets. 3. Improved biodiversity management within the Biosphere with a focus on <u>icon species</u>. 4. Sustainable socio-economic development proposals, feasibility studies, prospectus or new financing mechanisms which can deliver long term prosperity <i>and</i> protection to the Biosphere and its communities. 	
<p>In no more than 600 words, please indicate how you intend to undertake the project, clearly describing:</p> <ul style="list-style-type: none"> • The project’s objectives and methodology • Key stages of the project and milestones • An indicative timeline across the life of the project • How your project activities will achieve your chosen NBRF Priority Area(s) 	
What are the main risks or limitations of your project? How might you mitigate those risks? (max. 300 words)	
Please explain how each of your project partners will contribute to the project, and how you	

intend to manage the collaboration. If relevant, please indicate if your participating organisations have worked together in the past. (max. 300 words)

PROJECT BUDGET

Please provide a complete budget for your project indicating whether there is any in-kind or cash contribution to be made by the participating partners.

Organisation	Description of expenditure	Cash contribution	In-kind contribution	Total

Please provide justification for the funds requested.

RESPONSES TO SELECTION CRITERIA
(max. 300 words for each criteria)

Criteria 1 (Weighting: 30%)

Clear alignment with one or more of the NBRF Priority Areas.

Criteria 2 (Weighting: 30%)

Strong project management, design and delivery mechanisms to achieve project goals, and wherever appropriate, collaboration between organisations with demonstrated delivery capacity.

Criteria 3 (Weighting: 20%)

Significant co-investment (cash or in-kind) from project partners.

Criteria 4 (Weighting: 20%)

Evidence of strong potential for engagement with broader Noosa region and community.