**Shark Observation Grants Program 2017-18**

**Guide to funding applications**

The NSW Government has committed funding of up to a total of $200,000 for new observation equipment, emergency evacuation alarms and communication systems on beaches and headlands for effective shark detection and community awareness. Please note, funding is not available for jet skis.

The funding is administered by the NSW Department of Primary Industries (Fisheries) (DPI Fisheries) through a grant application process. DPI Fisheries aims to ensure a reasonable spread of funding along coastal areas and between applicants. It is anticipated that in the order of 10 grants could be accommodated, therefore individual grants may also need to be capped at $20,000.

**Who can apply?**

Applications for funding are sought from surf life saving clubs/organisations and local councils interested in purchasing, installing and/or building observation equipment and related communication systems in coastal areas of NSW. Joint applications are also encouraged.

**Who decides how the funds are spent?**

The Deputy Director General, DPI Fisheries, will receive advice from a technical assessment panel that will assess all applications to identify the most beneficial applications according to the evaluation criteria and make recommendations for funding priorities.

**How are applications assessed?**

All eligible applications will be evaluated using the criteria set out below, and DPI Fisheries will also aim to spread the grants along coastal areas of NSW and between applicants. The evaluation criteria listed below is in no particular order, is not exhaustive and may be weighted according to the requirements of DPI Fisheries.

1. Number of beachgoers at the beach annually.
2. Existing observation equipment or facilities at the beach.
3. Number of sharks sighted in the past two years and frequency of sightings near swimmers.
4. Number of hours the equipment will be in use annually.
5. Level of funding requested and funding from other sources.
6. Whether provision is made for the ongoing maintenance of facilities by applicant (Note: funding for ongoing maintenance will not be provided).
7. Whether the project is independent or associated with other existing or proposed observation or communication equipment or facilities.

**Application Process**

**How to apply**

Applications can be made by completing the attached funding application. Additional copies of the funding application can be downloaded from the NSW DPI website, <https://www.dpi.nsw.gov.au/fishing/sharks/management/shark-observation-grant-program>.

**Indicative timetable**

|  |  |
| --- | --- |
| Applicants submit their applications | No later than 5pm, 8 December 2017 to [shark.meshing@dpi.nsw.gov.au](mailto:shark.meshing@dpi.nsw.gov.au) |
| DPI Fisheries notifies applicants whether they are successful (or not) | Late December 2017 |
| DPI Fisheries makes funding available to successful applicants | After successful applicants return the signed letter of agreement and an invoice for the successful grant amount. |
| Successful applicant completes their projects | As agreed with each successful applicant |
| Successful applicant provides certificate of acquittal to DPI Fisheries | 14 days after completion of the project |
| All projects to be completed | No later than 30 June 2018 |

**Applicant obligations**

Successful applicants will be required to:

* Enter into and comply with a funding agreement
* Obtain all necessary approvals, licences and permits prior to any on-ground works commencing
* Acknowledge the NSW Government in any project media, publications and signage
* Provide a certificate of acquittal signed by applicant that details how the funds were spent.

**Contact person**

For assistance in filling out the application and to ensure applications are consistent with priorities for funding, all questions or concerns should be directed to:

* Scott Dalton, Shark Meshing Program Supervisor

Ph: 0243481916, Email: Scott.Dalton@dpi.nsw.gov.au

**Funding Application**

## Applicant

Note, applications will only be considered from surf life-saving clubs and local councils located in New South Wales. Applications received from any other organisation will not be considered.

|  |  |
| --- | --- |
| Organisation: |  |
| ABN: |  |
| Is the organisation registered for GST? | Yes / No |
| Mailing address: |  |
| Fax number: |  |
| Website: |  |
| Is this a joint application? | Yes / No  If yes, duplicate this table and provide the details of the other organisation(s). |

## Contact person

Please note that personal details will only be used to contact you to provide additional information about your application, and other matters related to the grant program.

|  |  |
| --- | --- |
| Name: |  |
| Role in organisation: |  |
| Phone number: |  |
| Email: |  |

## Proposed site

|  |  |
| --- | --- |
| Suburb, post code: |  |
| Location: |  |
| Street address: |  |
| Landowner: |  |
| Are map(s) attached with the location marked? | Yes / No |
| Are photograph(s) attached? | Yes / No |

## Project team

Please provide details of the team members who will be involved in implementing the project, their role and contact details.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Phone and email address** |
|  |  |  |
|  |  |  |

## Proposed project dates

|  |  |
| --- | --- |
| Start date: |  |
| Completion date: |  |

## Project summary

Please provide a brief project description, 100 words or less, about the proposed use of the grant funding and details about the operation of your proposed observation equipment and/or communication system. If available, attach photographs, brochures or similar advisory material about the proposed equipment.

## Background

Please provide a brief background to this application. What is the identified need for the proposed project? Have you previously or currently applied to other organisations for funding for the project?

## Evaluation Criteria (minimum requirements)

* 1. Beachgoers

What is the annual number of beachgoers at the project site? You may wish, if the information is available, to highlight changes in the number of beachgoers over the years.

* 1. Existing observation facilities

What are the existing observation equipment and facilities at the proposed site? Please include information why you believe the existing observation facilities do not meet the needs of beachgoers and/or your organisation. If available, please attach photographs and other supporting information.

* 1. Shark sightings

What is the number of shark sightings in the past two years at or near the proposed site? What is the frequency of sightings near swimmers? Who collected this information? If available, please attach reports, news articles or other information to support your case.

* 1. Estimated usage

How many hours per week will the equipment be used during peak, shoulder and off-peak seasons of the year? Please clarify how you define peak, shoulder and off-peak seasons? Who will be using the equipment, and does it require specialist training?

* 1. Funding sources

Clearly identify the sources and proportions of funding for your project.

* 1. Maintenance

Outline the project life, maintenance requirements and maintenance funding source of your observation equipment. Please provide information as to what activities will be implemented at the project site, once works have been completed, to promote general care, maintenance and survival of the funded works. Include who will be responsible for and fund these activities.

* 1. Other observation or communication equipment

If you are proposing to purchase or already have other observation equipment, facilities or communication systems, please provide details about the complementary equipment and its intended use.

## Project consultation

Have you consulted local stakeholders and community organisations about the proposed project? Has anyone or any organisation previously assessed this project? If yes, what was the outcome? Please attach any letters of support or expert advice.

## Funding request

As funding is limited the amount available for each application will depend to some extent on the number of applications and funding sought in those applications. It is possible that successful applicants will be awarded less than the amount requested.

Provide a cost breakdown of the project items for which you are seeking a grant from DPI Fisheries. Note that:

* You are to provide a breakdown of costs for the equipment or system (purchase, installation, labour, etc)
* For equipment, provide the purchase cost only
* If you, or the organisation administering the project, are registered for GST, please quote GST exclusive costings when you fill in your application.
* If you, or the organisation administering the grant, are not registered for GST, you are entitled to include any project item GST that you will incur during the project into your budget.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item description** | **Quantity** | **Cost  per unit** | **Sub-total** |
|  |  | $ | $ |
|  |  | $ | $ |
| Are the costs GST exclusive or inclusive? | Ex GST / Inc GST | **Total** | **$** |

## Total project funding

Provide a breakdown of all sources of funds to meet the total project cost. The amount of funds should be for year 1 (if operational expenses) or total amount (for purchases).

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of funds** | **Organisation  providing funds** | | **Amount** |
| Other application funds (non DPI Fisheries) |  | | $ |
| In kind donations |  | | $ |
| Voluntary labour |  | | $ |
| Government funds |  | | $ |
| Other funds – please specify |  | | $ |
| Grant funding requested from (total from section 15 above) | DPI Fisheries | | $ |
| Are the costs GST exclusive or inclusive? | Ex GST /  Inc GST | **Total project funds** | **$** |

## Support of landowner

If you are not the landowner, please provide a letter of approval and support from the landholder for the observation tower to be placed on its land.

## Application checklist

Please complete the following checklist before submitting your application. Applications will only be assessed if all relevant criteria are met.

|  |  |
| --- | --- |
| 1. Have you answered all the questions in the application form? |  |
| 1. Have you provided a letter of approval/support from the landowner and their contact details? |  |
| 1. Have you provided letters of support and contact details from other stakeholders/partners in the project? |  |
| 1. Have you provided details of any matching funding, either in-kind support or dollars? |  |
| 1. Have you provided details of any technical advice obtained to date and consultations with DPI Fisheries staff? |  |
| 1. Have you included photographs/maps of the proposed project site? |  |
| 1. Have you reviewed and do you agree to the terms and conditions of funding outlined in appendix A? |  |
| 1. Have you review and do you agree to the certificate of acquittal outlined in appendix B? |  |

## Application submission

Email your completed application to [shark.meshing@dpi.nsw.gov.au](mailto:shark.meshing@dpi.nsw.gov.au) by no later than 10am, 8 December 2017.

## Appendix A – Terms and conditions of funding

The provision of funds from the Shark Observation Grants Program2017-18 managed by the NSW Department of Primary Industries – Fisheries (DPI Fisheries)is subject to a number of conditions as set out below. If these conditions are acceptable, then the Recipient must sign and return a copy of this letter in acceptance of those conditions before the funds will be released.

**1**. The Recipient acknowledges that funding of «$insert amount of approved funding» (excluding GST) has been approved for the contribution towards the purchase, installation and/or building of «enter description» to be located at «insert location», under the NSW DPI Shark Observation Grants Program 2017-18, as described in the Recipient’s Funding Application (“the Project”).

**2**. The Recipient acknowledges that the funds provided must only be expended on the Project. The Project must be completed by 30 June 2018. If the Project has not been completed by this date, DPI Fisheries may withdraw the funding or any unspent balances, or require immediate repayment of the funding (in full) or unspent balances, at its discretion.

**3**. Any variation to the Project, as detailed in the Funding Application form, must be agreed to in advance and in writing by DPI Fisheries.

**4**. If the Recipient is registered for GST and GST is payable on a supply by the Recipient to DPI Fisheries under this agreement, an amount equal to the GST on that supply will be paid to the Recipient.

**5.** The Recipient agrees that payment of the funding is conditional on the Recipient:

1. signing and returning this Letter of Agreement to DPI Fisheries (within 7 days of receipt) to the address set out below; and

(b) providing an invoice to DPI Fisheries. (Note that if an amount is claimed in respect of GST under clause 4, then it must be a compliant tax invoice.)

**6.** If, for whatever reason the Recipient is unable to proceed with the Project, the Recipient must inform DPI Fisheries as soon as possible in writing, and must immediately repay the funding (in full), unless directed otherwise in writing by DPI Fisheries.

**7.** Within 14 days of completion of the Project, the Recipient must provide a Certificate of Acquittal to DPI Fisheries using the template provided by DPI Fisheries. If the Certificate of Acquittal is not provided to NSW DPI within 30 days of completion of the Project, the Recipient must immediately repay the funding (in full).

**8.** If at the completion of the Project the Recipient has unspent funding, then they must either:

(a) obtain the consent of DPI Fisheries to use the unspent funding for another agreed purpose related to the Project; or

(b) return the unspent funding to DPI Fisheries within 14 days of completion of the Project.

**9.** If the funding is withdrawn from a Recipient that has registered for GST and has claimed part or all of the funding, the Recipient will be required to issue an adjustment notice for GST purposes to DPI Fisheries.

**10.** In all publications, releases, promotional materials, signage and activities relating to the Project and this Agreement, the Recipient must acknowledge the financial and other support received from DPI Fisheries, unless agreed otherwise, by including the words “*This project is supported by funding from NSW Department of Primary Industries*”.

**11.** The Recipient must obtain written consent from DPI Fisheries before it uses the name DPI Fisheries, or any derivative thereof, or any trademark or logo of NSW Government.

**12.** All publications, releases, promotional materials, signage and announcements relating to the Project must be approved by DPI Fisheries with appropriate notice, before publication or release to a third party.

**13.** The Recipient must comply with all applicable legislation, codes, and obtain all relevant approvals, licences and permits, including from the relevant landholder and any applicable planning and development regulators and authorities, prior to undertaking the Project.

**14**. If the Recipient breaches any of these terms and conditions, DPI Fisheries reserves the right to withhold or reclaim in part or in whole the funding at its discretion.

**15.** To the maximum extent permitted by law, DPI Fisheries excludes all liability in relation to the Project and is not liable for any loss or damage, however caused (including, but not limited to, by negligence), suffered by the Recipient or any other person under or in connection with this letter of agreement or in connection with the Project.

**Acceptance of offer**

If the Recipient is prepared to accept these terms and conditions, please sign this letter of agreement and return it to the address below **within 7 days** of receipt. Please retain a copy for your records.

**Executed as an Agreement**

Signed for and on behalf of the Department of Primary Industries, an office of the Department of Industry representing the Crown in the right of New South Wales:

Signed for and on behalf of Recipient in acceptance of the Terms and Conditions set out above:

|  |  |
| --- | --- |
| Signature of authorised signatory for Recipient organisation: |  |
| Name: |  |
| Position in Recipient organisation: |  |
| Name of Recipient organisation: |  |
| ABN of Recipient organisation:\* |  |
| Date: |  |

**\****If the Recipient does not provide an ABN or a” statement by a supplier” then DPI Fisheries will withhold an amount from the funding on account of withholding tax.*

## Appendix B – Certificate of acquittal

**Shark Observation Grants Program 2017-18**

**Report date:**

**Funding Recipient:**

**Funding received:** $ (GST exclusive)

**Name of Beach:**

**Project start date:**

**Project completion date:**

**Funding Agreement:** Letter of Agreement between NSW Department of Primary Industries (“NSW DPI”) and the Funding Recipient for the provision of the Funding under the NSW DPI Shark Observation Grants Program 2017-18

**Project objectives:** Construction of an observation tower at the Beach

**Outcomes:** (*explain how objectives were achieved, attach relevant maps, photographs, etc*.)

**Certification of Expenditure**

I certify that:

* **all** the Funding has been expended in accordance with the Funding Agreement; and
* the attachments are an accurate record of that expenditure.

*OR*

I certify that:

* Funds of $\_\_\_\_\_\_\_ have been expended in accordance with the Funding Agreement;
* the attachments are an accurate record of that expenditure; and
* the balance of the Funds being $\_\_\_\_\_\_ will be returned to NSW DPI in accordance with the Funding Agreement / spent on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as agreed with NSW DPI.

Signature:

Name:

Date:

*Attachments*

Recipients MUST attach:

* a detailed expenditure statement, containing an itemised list of all expenses; *AND*
* copies of all relevant invoices/receipts verifying all expenditure.

**In accordance with the terms and conditions of the funding agreement, please return this form to NSW DPI, Shark Meshing Program Supervisor at** [shark.meshing@dpi.nsw.gov.au](mailto:shark.meshing@dpi.nsw.gov.au) **or Locked Bag 26, Gosford NSW 2250** **within 14 days of completion of the project**