SALP 2025
Funding Guidelines

Applying for Funding

The *Swan Alcoa Landcare Program Funding Guidelines* (SALP Guidelines) provide information to help eligible organisations to prepare an application. The Guidelines provide information on the application process and the criteria that will be used to assess project proposals submitted under this grant round.

Applications are submitted electronically through the online application form:

https://perthnrm.formstack.com/forms/salp_2025

Applicants can apply for up to $15,000 (ex GST) for single projects and up to $20,000 (ex GST) for applications comprising sub-projects.

An *Example Application Form* has been provided to indicate what to expect before you commence your application. This document is available on the SALP page of the Perth NRM website **www.perthnrm.com**

For difficulties accessing or completing the on-line application, contact SALP Manager Melinda McAndrew on the below contact details for assistance, or to arrange alternative paper-based application options.

Key Dates

Indicative timing for implementation of the SALP 2025 Grants is:

Applications open	Thursday 15th February 2024
Applications close	**6pm Tuesday 30th April 2024**
Application assessments completed	September 2024
Applicants informed of outcome	October 2024
Funding Agreements offered	November 2024
Funding Agreements executed and funding released (*start of project delivery period*)	February 2025
Projects completed and reported (*end of project delivery period*)	By 31st March 2026

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PART 1   SWAN ALCOA LANDCARE PROGRAM

1.1   OVERVIEW

The Swan Alcoa Landcare Program (SALP) is a Community Landcare Grants Program funded by Alcoa of Australia and the Department of Biodiversity, Conservation and Attractions (DBCA).

The Program was established in 1998 with a $1.25 million, five-year commitment from Alcoa Australia to provide community groups with a simple process to access funding for a wide range of environmental activities within the Swan and Canning catchments. The Swan River Trust (now DBCA) joined the program and began annual financial contributions in 1999.

Perth NRM administers SALP on behalf of the funding bodies and seeks applications from eligible community groups.

1.2   OBJECTIVES

SALP aims to protect, restore and manage natural assets with consideration to a broad ecological context, by funding the community to enhance and restore critical habitat and ecological linkages within the Swan Region.

The key objectives of the program are to:

- retain or restore habitats of bushland, rivers, wetlands and coastal foreshore
- protect and enhance the quality of ground water and surface water in river systems and wetlands and
- improve ecological linkages across the Swan region.

PART 2   DEFINITIONS

Applicant -– the lead group or organisation responsible for applying for the project grant and completing the project. If the applicant does not have an Australian Business Number (ABN) or valid bank account, a Sponsor will be needed (see Sponsor definition).

Ecological corridors/linkages - a network of linkages between natural areas that provide species and populations with access to resources (food, breeding sites and shelter); habitat; facilitate population processes (dispersal, migration, expansion and contraction); and enable ecological processes to occur (evolution, water, fire and nutrients). Connectivity can be in the form of linear corridors (contiguous areas of habitat), stepping-stone corridors (small, non-contiguous habitats) or landscape corridors (diverse, contiguous or non-contiguous landscape elements which offer sufficient cover for species to journey from one core area to another).

Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) - the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places.

NRM – natural resource management (NRM) is the sustainable management of natural resources (our land, water, marine and biological systems) to ensure ongoing social, economic and environmental wellbeing.

Funding Agreement – an arrangement between the applicant and Perth NRM detailing the conditions agreed for the way SALP funds will be spent to undertake project works outlined in the grant application.

Sponsor – a community group, public land manager or agent that holds an ABN and valid bank account and is nominated by the applicant to administer grant funds on behalf of the applicant. The sponsor DOES NOT apply for the SALP grant.

Stakeholder - Land Manager or other individual or group with a significant interest in the project or project area.

Swan Region Strategy for NRM – an integrated natural resource management strategy that defines and guides the collective actions of stakeholders in the Swan Region.

Threatened or Priority Flora or Fauna or Threatened Ecological Communities—species and ecological communities threatened with extinction or destruction listed under the *EPBC Act 1999* or *WA Wildlife Conservation Act 1950*.

Biodiversity Conservation Act 2016 – includes a schedule of threatened and specially protected flora and fauna that are threatened with extinction or conservation dependent and provides additional protection for these species.

PART 3   ELIGIBILITY

SALP grants are primarily for community groups to undertake natural resource management projects that contribute to SALP objectives (see Section 1.2). To be eligible for funding, an applicant must demonstrate the following applicant and project eligibility.

3.1 APPLICANT ELIGIBILITY

Applicants

SALP grants are open to:

- Volunteer based community group(s) or Not for Profit community organisations; and
- Stakeholders who can clearly demonstrate an ongoing partnership with volunteer based or Not for Profit community group(s).

Australian Business Number (ABN)

Applicants need to have an Australian Business Number (ABN). Groups without an ABN will need a Sponsor to hold funds on their behalf.

Valid Bank Account

Applicants need a bank account held in the community group or organisation name. Grant funds cannot be administered from personal bank accounts. Groups without a valid bank account need a Sponsor with a valid bank account to hold funds on their behalf.

Voluntary Sponsorship

If an applicant meets all eligible requirements to manage SALP funds, they may still elect to appoint a sponsor if preferred.

Goods and Services Tax (GST)

Applicants may or may not be registered for GST. Successful applicants not registered for GST will only be paid the GST exclusive portion of grant funding.

Groups not registered for GST may choose to appoint a Sponsor that is GST registered in order to receive the full GST inclusive grant funding.

Insurance

The Applicant or Sponsoring Organisation should have relevant insurance that covers the people and activities that are planning to be undertaken in the project (e.g. public liability, personal accident). Proof of insurance may be requested at any time for the duration of the project.

3.2 PROJECT ELIGIBILITY

Single projects must not exceed a value of $15,000 (ex GST). Applications comprising sub-projects must not exceed $20,000 (ex GST) in total (see Section 8.4).

Projects should:

- Have an environmental benefit to the community
- Be undertaken by community-based groups or local government in partnership with community
- Be located within the Perth NRM Region (see Appendix 1)
- Have written approval from the landowner/manager to undertake proposed works
- Have written confirmation of other cash contributions and where possible, an estimate of the value of in-kind contributions (see Section 8.2)
- Include documented quotations from contractors budgeted for (see Section 7.5 and 9.1)

- Feature on-ground activities such as:
  - Disease and Pest Management (see Section 7.5)
  - Erosion management
  - Fencing for conservation (see Section 7.6)
  - Revegetation
  - Seed collection
  - Weed treatment (see Section 7.5).

3.3 INELIGIBLE ITEMS

- Employment of staff. *Applicants may seek funding to engage contractors with relevant knowledge and/or specialist expertise required to implement the project* (see Section 9).

- Infrastructure and assets, including, but not limited to irrigation, benches, bridges, furniture, seed collecting equipment, tools, cameras, computer hardware and software, land, buildings, building improvements, vehicles or signage (signs are provided by SALP to successful applicants). *Funding to hire/lease equipment may be considered where it is essential to the completion of on-ground works or to achieve specific project activities and only when value for money can be demonstrated.*

- Equipment and/or materials including but not limited to monitoring equipment, propagation materials, pest management equipment and equipment/materials that are normally part of a landholder's responsibility for the management of their property (e.g. standard boundary fencing). *Funding for equipment/materials essential for project success may be considered on a case-by-case basis. It is **preferred** that landowners, local government or other project partners provide project equipment/materials.*

- Major earthworks. *It would be expected that major earthworks be carried out as the cash or in-kind contribution from the landowner, local government or other project partner.*

- Exotic plants or large, advanced plants. *Use of **local native plants** is encouraged, however, the SALP Steering Committee recognises that there may be legitimate uses for non-local species in some circumstances.*

- Engaging consultants to develop management plans, conduct ecological surveys or other resource surveys and/or monitoring.

- Running and/or attending training courses and workshops.

- Activities that include the introduction of plants, animals or other biological agents that are known to be, or that could become, environmental or agricultural weeds or pests.

- Retrospective activities or activities that have already commenced before entering into a Funding Agreement with Perth NRM.

- Activities which deliver a private benefit only, such as gardening or landscaping.

PART 4   APPLICATION ASSESSMENT PROCESS

4.1 ASSESSMENT PROCESS

The project assessment will be undertaken by the SALP Assessment Panel which includes representation from people with experience in delivering environmental projects, technical expertise and broad project management experience.

The panel will score projects against the following assessment criteria.

Assessment Criteria	
1. Eligibility	Does the applicant and project fulfil the eligibility criteria?
	To what extent does the project address the grant program objectives?

2.	Alignment with Grant Objectives	To what extent does the project improve biodiversity, water quality and ecology?
3.	Alignment with relevant strategies, plans, projects and natural assets	To what extent does the project link with ecological corridors, natural assets and current or past projects?
		Are there relevant plans and / or strategies available to inform the project?
4.	Methodology	How appropriate and technically sound is the methodology to meet the aim and desired outcome of the project?
		To what extent is Best Management Practice for the project overall being implemented?
		Is appropriate monitoring and evaluation in place to measure progress of project outcomes?
5.	Community Capacity	If the applicant is a community group, what is the level of support from relevant agencies and project partners?
		If the applicant is not a community group, what is the level of demonstrated contribution, support and involvement from community groups?
		How broad a community cross section is involved in the project?
6.	Value for money	Is the project costed appropriately and realistically?
		Are contractor quotes adequately and appropriately detailed with competitive price?
		Does the project consider public and private benefit and include reasonable in-kind or cash contributions?
7.	Likelihood of success	What is the likelihood that the project will achieve its stated aims?
		To what extent is there an ongoing commitment to the protection and maintenance of the project site/s?
		Has succession planning been considered, started, or implemented for the land manager/owner to take on formal management and maintenance of the project site(s)?

4.2 FUNDING AGREEMENT

Successful applicants will be offered a Funding Agreement from Perth NRM. If a sponsor was nominated in the application, the sponsor and the applicant will be expected to co-sign the Project Funding Agreement. Specific reporting requirements are included as an appendix to the Funding Agreement (See Section 4.3).

A copy of the *Funding Agreement* can be obtained from Perth NRM at any time once the funding round is open.

4.3 PROJECT REPORTING

Perth NRM is committed to the value and benefit investing in environmental management provides. Project reporting is an important tool in understanding and sharing achievements as well as highlighting the important contributions of volunteers, community, local governments and stakeholders in caring for our environment.

A project report at the end of the project period, due 31 March 2026, is a requirement of this grant. Information provided by recipients of this grant contribute significantly to the value of investment across the Swan region.

It is important that, prior to the commencement of a project, applicants review and consider what monitoring will be required to effectively report on progress and outcomes of an approved project. A summary of the information required to complete the project report (including financial acquittal) is included as an appendix to the Funding Agreement.

A copy of the *Reporting Template* can be obtained from Perth NRM at any time once the funding round is open (See PART 11 for contact details).

PART 5   INSTRUCTIONS FOR APPLYING

1. Read the **Funding Guidelines** carefully before preparing your application.
2. Ensure the eligibility criteria are met (see PART 3).
3. ***Applications can be saved and returned to at any time using the link provided after selecting the "Save and Resume Later" option at the bottom of the online form. Any files uploaded (attachments) will not be saved between sessions - its best to upload these at the end before submitting the application.***
4. Download the two templates:
    - Site Description Template
    - Budget Template
5. Compile the attachments to accompany the application including:
    - Attachment 1 - Site Description (using template)
    - Attachment 2 - Maps
    - Attachment 3 - Confirmation of Land Manager Consent
    - Attachment 4 - Evidence of Aboriginal Consultation (if applicable)
    - Attachment 5 - Declaration of Interest (if applicable)
    - Attachment 6 - Budget (using template)
    - Attachment 7 - Quotes (see 4.1 Assessment criteria table, item 6; Value for money)
    - Attachment 8 - Confirmation of Partners Co-Investors (unless included in Attachment 3)
    - Attachment 9 - Confirmation of Land Manager Future Commitment (unless included in Attachment 3)
    - Attachment 10 - Other attachments (if any), for example photographs of the project site. The assessors may not be familiar with the project site.
6. Complete the online application form including uploads.
7. Submit the application by the closing date.
8. Once submitted, an email with a copy of the application will be automatically sent. Keep a copy of the final application.

5.1 CLOSING DATE AND TIME

Applications must be received by **6pm Tuesday 30th April 2024**.

Late applications will not be accepted and will not be assessed unless the applicant contacts Perth NRM prior to the closing date and time and provides evidence of exceptional circumstances preventing on-time lodgment. Any request for extension will be at the sole discretion of Perth NRM.

PART 6   FEASIBILITY AND TECHNICAL SOUNDNESS

Section 2 of the application requires a description of the project's intent, how the project will be carried out, what the results will be and how the project is going to be monitored.

6.1   PROJECT METHODOLOGY

Detail the methods planned to implement the project and why these activities are best for the site/project. Information might include, but not be limited to:

- Site preparation: why site-specific preparation is needed *(e.g. ripping, erosion control, auguring etc)*
- Weed control methods: justify the method(s) chosen *(e.g. manual, chemical).* Refer to section 7.5.
- Revegetation methods: detail methods chosen *(e.g. tree guards, seed collection, direct seeding, plant provenance etc)*
- Fencing: explain the purpose for fencing *(e.g. stock control, access control etc)*. Refer to section 7.6.
- Pest and disease management: justify method(s) and reason for this treatment.
- Site conditions influencing the project *(e.g. terrain, soil type, site access etc)*

Project methodology should include the best management practices available for the type of work undertaken and consideration of ecological impacts. It is strongly advised to discuss proposed methodology with appropriate professionals (see Part 11).

6.2   PROJECT MONITORING

Best practice management includes adequate monitoring to show project progress. Baseline monitoring must happen before the project commences. Describe the activities that will be undertaken to monitor, which can include:

- Photo points *(take base line photos before project commencement, then monitoring photos from same place at similar time of day as the project progresses). Refer to* [Wildlife Notes No. 9 July 2001, Photographic Monitoring of Vegetation](#)
- Weed mapping *(Apps can help make this task easier; e.g. MyWeedWatcher)*
- Plant survival and/or recruitment *(e.g. quadrats, transects, visual observation)*
- Fauna monitoring *(e.g. bird counts, presence/absence of species etc)*
- Water quality monitoring *(specialist equipment required)*

Adequate monitoring to show project progress can be achieved with one or two of the above techniques. For assistance setting up monitoring, see Part 11.

6.3   ONGOING SITE PROTECTION AND MAINTENANCE

Applicants should be able to demonstrate a commitment to the ongoing protection and maintenance of the project site(s) by the landowner or land manager. Project sites should be in a secure tenure with appropriate conservation management in place. Applicants working on private land may consider conservation covenants and other mechanisms for promoting the ongoing protection and maintenance of project sites and will be highly regarded in the Assessment Process for doing so. Applicants that can demonstrate a long-term commitment to maintaining and enhancing project sites and have the capacity to attract additional funding and in-kind contributions will be highly regarded.

PART 7   SUPPLEMENTRY NOTES FOR APPLICATION

7.1   MAP AND LOCATION INFORMATION

Projects will need to include location information and maps with their application as attachments.

For each project site, provide a map that includes the area of the site, types of activities being undertaken on the site, points of reference (e.g. roads, creeks), the map scale and north point, and a legend that describes mapped features.

For projects with more than one site, also provide a map that includes the area of each site, the relationship between the sites (past works, potential future works, remnant bush, regional linkages), points of reference (e.g. roads, creeks), the map scale and north point, and legend that describes any mapped features.

It is preferred maps are produced using mapping software. For maps produced by hand the following legend should be used to provide continuity for assessment purposes.

Legend

- Project Area
- Waterbody
- Remnant bushland
- Replanting works only area
- Weed control only area
- Area of weed control and replanting
- Area of Indigenous Heritage
- Possible extension of project/future works
- Seeding area
- Tree
- Road
- Path
- Stream/open drain
- Existing fence line
- Proposed fence line
- Building
- P Carpark

7.2   ALIGNMENT WITH OTHER STRATEGIES OR PLANS

Provide a brief description of how the proposed on-ground works relate to the environmental values and priorities of relevant strategies and/or plans (up to 5). Refer to the sections of strategies and/or plans the project relates to. Don't just make a list of plan titles. Some examples of possible relevant plans and/or Strategies are:

- Threat Abatement and Recovery Plans such as:
  - EPBC listed Threatened Ecological Community and Threatened Species Recovery Plans
    http://www.environment.gov.au/cgi-bin/sprat/public/publicshowallrps.pl
  - EPBC listed Key Threatening Processes and Invasive Species Threat Abatement Plans
    http://www.environment.gov.au/biodiversity/threatened/threat-abatement-plans/approved
  - Recovery Plans and Interim Recovery Plans for Threatened Ecological Communities listed under the WA Wildlife Conservation Act
    https://www.dbca.wa.gov.au/management/threatened-species-and-communities/recovery/recovery-plans

- Local Strategies and Plans such as:
  - Action plans
  - Revegetation plans
  - Management plans
  - Catchment management plans
  - Water Quality Improvement Plans
  - Local Government Biodiversity plans
  - The Swan Region Strategy for NRM
  - The Swan and Canning Rivers Foreshore Assessment and Management Strategy or the Swan Canning Tributary Foreshore Assessment Project
  - River Protection Strategy or Swan Canning Water Quality Improvement Plan (hotspots)

7.3   LINKAGES WITH ECOLOGICAL CORRIDORS, NATURAL ASSETS AND OTHER PROJECTS

Explain how the project forms part of an identified local or regional ecological corridor.

Refer to Appendix 2 *Perth Region Ecological Corridors Map* to determine if the project is located within an identified regional ecological corridor.

Make note if the project is adjacent to, near, or enhances nearby remnant natural areas. Draw attention to any other NRM projects that this proposal aligns with or is a continuation of. For example, in the same reserve, along the same tributary, or part of a larger corridor.

7.4 CONSTRUCTED HABITAT

Constructed habitat includes but is not limited to temporary or permanent built structures for the purpose of providing habitat for wildlife. The following requirements apply for constructed habitats:

- Instalment of habitat structures must be compliant with all relevant Acts and Regulations and may require permits or authorisation from the relevant landowner or authority for instalment. It is the responsibility of the applicant to obtain all permissions and permits.

- Materials used to construct habitat must be non-toxic and disease free.

- A long-term plan for the maintenance and monitoring of the constructed habitat must be included.

- Funding for constructed habitat will be assessed on a case-by-case basis taking into account the most current advice available at the time from relevant authorities.

- Please note any associated workshops are ineligible for funding (see Section 3.3).

Some resource links include (but are not limited to):
- Black Cockatoos: [Black cockatoos (dbca.wa.gov.au)](#)
- Bats: https://library.dbca.wa.gov.au/static/Journals/080346/080346-03.001.pdf
- Microbats: https://www.ausbats.org.au/install-a-microbat-house.html

7.5 WEED, PEST AND DISEASE MANAGEMENT

Only licensed weed, pest and disease control contractors are to be used. Refer to the Department of Health website for information regarding the licensing and registration requirements for the safe use of pesticides https://ww2.health.wa.gov.au/Articles/N_R/Pest-industry-licensing-and-registration. The FAQ link may also be useful.

Funding will not be approved for contractors proposing to use unregistered herbicides or ethically unsound baiting or trapping regimes. Funds cannot be used to undertake weed or pest control where the primary benefit will be for agricultural production purposes unless there are cash co-contributions commensurate with the level of private benefits and clear public environment benefits can also be demonstrated.

IMPORTANT NOTE REGARDING QUOTES
Quotes are to be clearly itemised for an agreed or pre-determined result and include:
- Area being treated (m^2 or Ha)
- Description of treatment and main target species
- Chemical type
- Application rate or litres of chemical used
- Hours of treatment
- Number of visits or treatments

Environmental Weeds Action Network Bushland Weeds Manual details Landcare practitioner case studies and provides a template for developing Herbicide Spraying Contracts.

7.6 FENCING

Fencing will be considered within the grant assessment prioritisation process. Fencing must specifically address an issue and be critical to the success of the project in protecting ecological values at a site. Fencing is funded at the rate of $1500/km unless there are special conditions (e.g. exclusion of feral animals, stock or vehicles/motorcycles) in which the Assessment Panel and Steering Committee may consider a higher rate up to a maximum of $2000/km. For the Committee to consider funding fencing at the $2000/km rate, the applicant should be able to demonstrate that the site being fenced either:

- will be permanently protected for biodiversity conservation by a binding covenant on title or under Fencing Management Agreement for a minimum period of 10 years; or
- covers difficult terrain that presents additional costs to the proponent that can be justified to the Steering Committee.

Funds cannot be used to undertake fencing where the primary benefit will be for a private landholder, unless there are cash co-contributions commensurate with the level of private benefits and clear public environment benefits can also be demonstrated.

PART 8   PROJECT BUDGET

Single projects must not exceed a value of $15,000 (ex GST). Applications comprising sub-projects must not exceed $20,000 (ex GST) in total.

Provide a full itemised budget for a single project or each individual sub-project. A *Budget Template* must be used to provide this information and is available for download as part of the application.

An application with individual sub-projects should show a clear and logical rationale that they are linked as part of a landscape approach, for example:

- being along the same tributary,
- part of the same foreshore section or reach, or
- within the same reserve.

Contiguous sub-projects should be justified by a point of difference, for example, a staged approach where a section needs to be restored before another section, or infrastructure intrusion (e.g. a main road), landform or vegetation type (e.g. riparian vegetation to jarrah forest) separates sub-project sites. The Assessment Panel and Steering Committee may assess sub-projects that are contiguous or substantially similar as a single project.

8.1 PARTNERSHIPS

Projects that work in partnership with other groups such as local government authorities, government agencies, non-government organisations, education institutions, non-NRM entities and community groups will be considered favourably, especially if these partners contribute resources to the project.

A letter of support from each partner is to accompany the application and outline any contributions they have agreed to provide. Contributions can include cash donations, donations of materials, free use of equipment, free provision of services and volunteer efforts. All supporting contributions add value to the project and should be captured in the project budget (table).

Sponsor organisations can be partners.

Applicants are encouraged to maximise Aboriginal engagement and consultation activities by providing opportunities for the Aboriginal community to be involved in the planning of activities, sharing heritage values with the local community or the transfer of traditional ecological knowledge.

8.2 CASH AND IN-KIND CONTRIBUTIONS

Applicants who can provide financial and/or in-kind contributions towards their project will be highly regarded in the value for money assessment (See Assessment Criteria in Section 4.1).

- The value of all cash or in-kind support must be clearly indicated in the application.
- Written confirmation of contributions for cash (or estimates for in-kind) from local governments, state government agencies or other partners will be required with the application.
- Volunteer labour should be included as an in-kind cost where applicable. In-kind volunteer labour is to be estimated at $50/hour for adults and $20/hour for children (aged 6 - 18).

For projects proposed on private land that will deliver a private benefit (e.g. feral animal control) as well as a public benefit, the proposal must include appropriate co-contributions. For example, funding for on-ground works on private land may only be provided if there is a high public and environment benefit and there is contribution from the landholder(s) that will offset any private benefit that may be obtained.

8.3 PROJECT ADMINISTRATION

Project planning and administration is essential when implementing on-ground activities. Therefore, consideration will be given to requests for non-salary administrative support of up to 5% of the total amount requested from SALP for the project. Administrative support may be used for items including, but not limited to, consumables related to the project such as volunteer food and drinks, printing, paper, advertising costs to promote planting days or volunteer insurance. Administration can be listed as a single line in the budget.

8.4 GOODS AND SERVICES TAX (GST)

If the successful applicant is not registered for GST, grant funds will be issued exclusive of the GST component. In this instance GST should not be included in the budget table. Successful applicants will still be required to pay GST for goods and services as required.

If the successful applicant is registered for GST, grant funds will be issued including GST as applied appropriately in the project budget. When completing the budget template for the proposed project costs, make clear which items include the GST component in the budget table. If a GST-Free item is supplied (such as volunteer time), leave the GST column blank.

PART 9   CONTRACTORS

9.1 ENGAGING CONTRACTORS

Contractors may be engaged to undertake specific tasks for the success of the project.

IMPORTANT NOTES REGARDING CONTRACTORS

A. Engagement of contractors must:
- include detailed quotes regardless of works being quoted for (see Section 7.4 for quote expectations),
- make clear if and/or when sub-contractors will be used,
- upon completion of service provide a detailed invoice as evidence of that service,

B. All applicants must declare any perceived or actual conflict of interest regarding remuneration for project works under this grant by the intended contractor(s) (See section 9.4).

If a budgeted activity is to be delivered by a contractor, the choice of contractor needs to be justified and a detailed quote demonstrating best management practice and value for money is to be provided.

Applicants will need to seek:
- One informal quote for services or supplies between the value of $1,001 and $10,000.
- Two formal quotes if greater than $10,000 unless there is clear justification of sole supplier status.
- Justification of sole supplier status if applicable (see Section 9.2).

Informal quotes can include prices and details in emails, phone conversations, website information, price lists, and similar.

Formal quotes are those specifically provided in writing in response to a request for quote and include all details of the supply or service and the pricing.

All quotes, both formal and informal (or a sole supplier quote) must be attached to the application, with attention to the details required for weed, pest and disease management quotes (see Section 7.4).

Value for money assessment includes evidence that suggests a supplier has been selected based on:
- Competitiveness of pricing
- Quality of goods and services
- Suitability and closest alignment of product or service to achieving desired outcome and
- Avoidance of conflict of interest.

Closing the gap on indigenous disadvantage (Partnership Agreement on closing the Gap 2019-2029) is a commitment by all Australian governments to improve the lives of Aboriginal Australians. To engage Aboriginal contractors, refer to local government, land manager or https://supplynation.org.au/

9.2 SOLE SUPPLIER STATUS

Sole Supplier Status can be awarded to a supplier based on any of the following criteria:

- The supplier has unique attributes, products and/or services or networks that make it the most desirable delivery organisation.
- The supplier has an established history in delivery of this, or similar goods and/or services, thus having more relevant skills and knowledge.
- The supplier is the only possible choice for the supply due to geographic location, requirements imposed on the supply or similar.
- The supplier is likely to progress the supply to a deeper partnership or direct delivery arrangement that may provide long term and/or additional beneficial outcomes.

If recommending a sole supplier, justification should be provided with the application, with attention to the details required for a weed, pest and disease management quote (see Section 7.4).

9.3 CONTRACTING LABOUR

Some projects may require assistance from relevant labour organisations for additional support in project implementation. Suitably qualified and experienced labour organisations may be contracted by the applicant to undertake specific tasks. Quotes or sole supplier justification will be necessary (see Section 9.1 and 9.2).

In the event an applicant is a not-for-profit organisation and intends to use SALP funds to pay their own staff to undertake specific tasks in lieu of engaging contractors that would otherwise be engaged to perform the same tasks, their application may be considered pending the following conditions:

1. Provide a quote from an independent contractor or evidence to support that the quote is comparable to current rates to undertake the same task(s).

2. Declare Interest in the project(s). (See Section 9.4 of this Guideline)

3. Supervising staff must be suitably qualified or demonstrate equivalent experience in lieu of qualification.

4. Supervising staff must demonstrate experience by providing a copy of relevant qualification or progress toward relevant qualification from a recognised educational institute (TAFE or University or similar) or provide a signed declaration[1] stating relevant experience in lieu of qualification.

   a. Should a new supervising staff member be appointed to project manage before the project is acquitted, a copy of demonstrated experience should also be provided.

5. The applicant must maintain sufficient insurance, including but not limited to workers' compensation insurance, personal accident insurance for volunteers and public liability insurance, to cover its potential liability in conducting activities funded in part or in full through this arrangement, and:

   a. shall provide to DBCA, Perth NRM or Alcoa upon request, proof of the existence and currency of such insurance.

   b. shall indemnify DBCA, Alcoa and Perth NRM against any loss or liability incurred arising from any claim or proceeding against them where such loss or liability was caused by the negligent or unlawful act or omission of the applicant arising out of or in connection with conducting activities funded in part or in full through this arrangement.

      This obligation remains in force after DBCA, Alcoa and Perth Region NRM has discharged its funding liability under this arrangement and after the project is completed.

The applicant may be asked to provide additional supporting documentation to satisfy the Assessment Panel and Steering Committee enquiries relating to direct payment of staff for specific tasks in lieu of employing a contractor. There is no guarantee funding will be provided to pay staff for such tasks.

¹ *For projects on crown land under management order, a declaration stating relevant experience must be signed by a senior officer knowledgeable in the project who is employed by the land management agency.*

9.4 DECLARATION OF INTEREST

A conflict of interest arises when private interests could or could be perceived to impinge on a person's ability to act in the best interests of the funded project. Applicants are required to manage and declare actual or perceived conflicts of interest by providing a clear statement of intent with the application.

Applicants are required to complete a declaration of interest regarding their application if (but not limited to):

- they are either contractors or sub-contractors being paid with SALP grant funds or are employed by a contractor or sub-contractor being paid by SALP grant funds;
- they are members, relatives or personal associates or work for members, relatives or personal associates of the assessment panel, steering committee and or the applicant group;
- the proposed project(s) are being undertaken on or near their property;
- they or their relatives or personal associates work for the funding bodies, sponsor organisation or applicant group.

PART 10   ABORIGINAL CONSULTATION

Project applicants are expected to have considered whether there are any Aboriginal heritage sites, places and values on their project site. Prior to commencing the project, areas of Aboriginal cultural significance in or near the project area need to be determined. Complete an online search of the Aboriginal Heritage Information System (AHIS) https://www.dplh.wa.gov.au/information-and-services/online-services/aboriginal-heritage-inquiry-system and attach any relevant maps. For further advice or assistance refer to Section 11.

The onus is on the applicant to work with land managers to ensure any necessary aboriginal consultation and approvals are in place for the project.

PART 11 KEY CONTACTS

For additional information, please contact:

Perth NRM		
For advice with the application process**,** clarification of guidelines and technical advice please contact:		
SALP Manager	Melinda McAndrew	Ph: 9374 3333 E: melinda.mcandrew@perthnrm.com
For assistance with heritage requirements please contact:		
Department of Planning, Lands and Heritage		Ph: 6551 8002 E: aboriginalheritage@dplh.wa.gov.au
Sustainable Communities Manager	Ingrid Sieler	Ph: 9374 3325 E: ingrid.sieler@perthnrm.com
For assistance with licensing and registration requirements for the safe use of pesticides please contact:		

Department of Health Licensing Officer		Ph: 9222 2000 E: Pesticidesafety@health.wa.gov.au
Subregional Community NRM Groups		
To make contact with community NRM groups or representatives in your sub-region (see map Appendix 1) please contact:		
South South East Regional Centre of Urban Landcare	Amy Krupa	Ph: 9458 5664 E: amykrupa@sercul.org.au
East Eastern Hills Catchment Management Program	Melissa Mykytiuk	Ph: 9278 0996 E: melissa.mykytiuk@dbca.wa.gov.au
North East Ellen Brockman Integrated Catchment Group	Rosanna Hindmarsh	Ph: 0429 887 715 or 9571 0400 E: rosannah@iinet.net.au
North – Catchment Support City of Swan	Melinda McAndrew	Ph: 9267 9341 (Wed & Fri) E: melinda.mcandrew@perthnrm.com
City of Bayswater	Christine Hanson	Ph: 9272 0903 E: christine.hanson@bayswater.wa.gov.au
Coastal South *(Fremantle to Rockingham)* Perth NRM Coastcare Manager	Hannah Gulliver	Ph: 0499 104 660 E: hannah.gulliver@perthnrm.com
Coastal North *(Two Rocks to Cottesloe)* Perth NRM Coastcare Manager	Kate Sputore	Ph: 0477 704 076 E: kate.sputore@perthnrm.com
Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service		
For advice on and permission to conduct on-ground works on Department of Biodiversity, Conservation and Attractions managed land, please contact:		
A/District Nature Conservation Coordinator, Swan Coastal District	Owen Donovan	Ph: 0429 100 533 E: owen.donovan@dbca.wa.gov.au
Senior Operations Officer, Mandurah Work Centre	Steve Dutton	Ph: 9303 7749 E: steve.dutton@dbca.wa.gov.au
District Nature Conservation Coordinator, Perth Hills District	Bob Huston	Ph: 0418 902 173 E: Robert.Huston@dbca.wa.gov.au

APPENDIX 1: THE PERTH NRM REGION AND SUBREGIONS
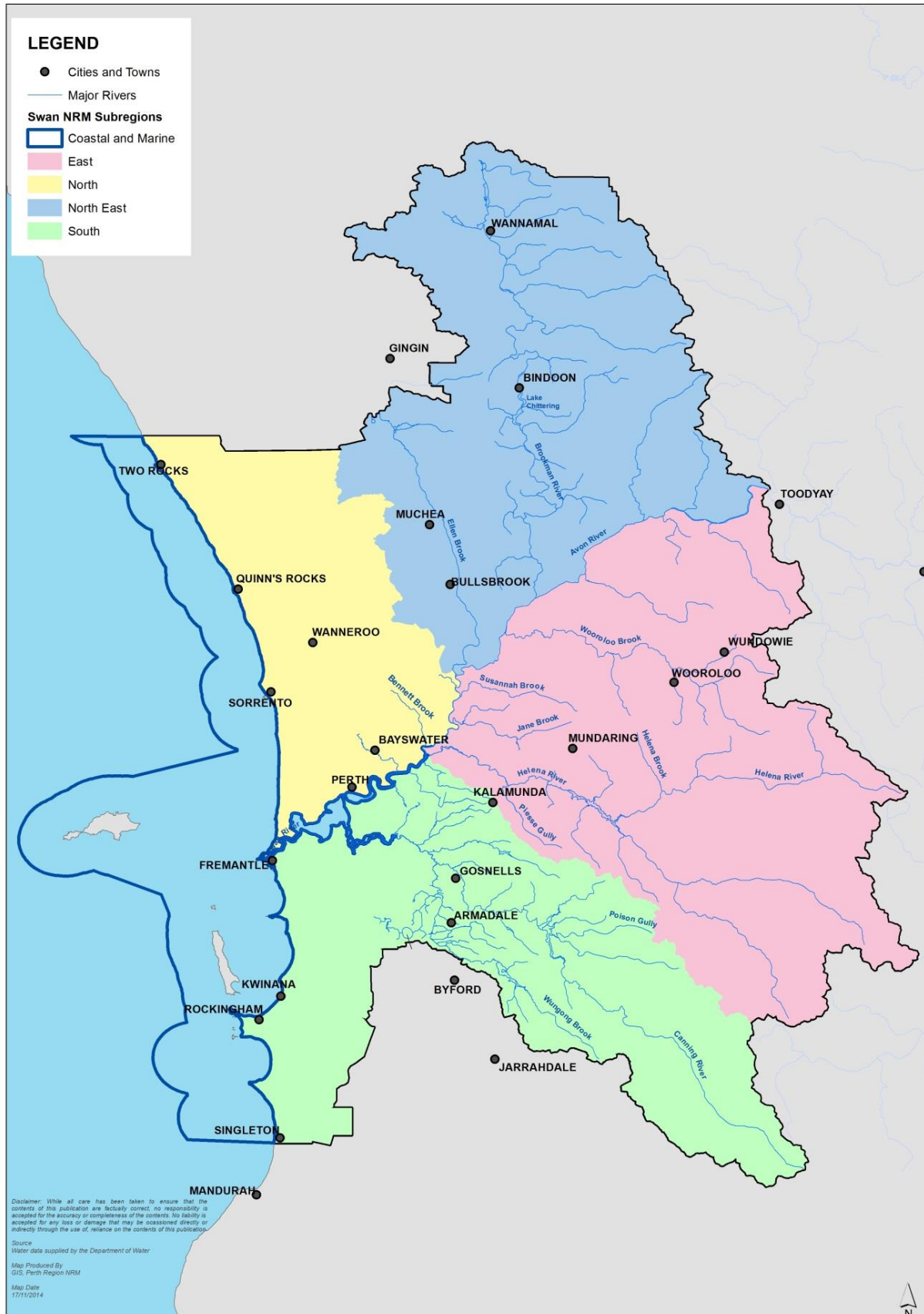
APPENDIX 2: PERTH REGION ECOLOGICAL LINKAGES MAP