Pimelea Conservation Trust Fund Application (v13\_2018)

Introduction

The Pimelea Conservation Trust Fund (PCTF) was established in 2005 as part of a Conservation Agreement with Multiplex Developments in relation to the protection and conservation of Spiny Rice-flower (*Pimelea spinescens* subsp. *spinescens)*, under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC). A Trust Committee has been established, with representatives from Federal, State and Local governments to administer the funds in accordance with the Conservation Agreement, with Trust for Nature acting as Trustee for the fund.

Annual fund allocationo

The Conservation Agreement outlines an annual program of funds to be allocated by the Trust Committee for Pimelea Recovery Activities. Generally, the total amount available each year is $12,000. However, this amount may vary should the Trust Committee assign more funds to an annual allocation or allocate future annual funding to multi-year projects.

The ‘Pimelea Recovery Activities’ funds are:

* Open for applications from 11th June until 31st August 2018;
* Successful applicants will be selected from applications by the PCTF Committee in November;
* A project’s time frame will be dependent on the project;
* All applicants will be informed of the outcome in December/January via email (the successful applicant/s will receive a formal letter); and
* The successful projects will receive:

One year project

* + a quarter of the funds by March/April, 2019;
  + half the funding in September subject to approval of the mid-term status report; and
  + the remaining distributed by March/April, 2020.

Projects running over several years

* a quarter of the approved project funding will be paid at commencement,
* a quarter or half (depending on the projects duration) of the approved funding to be paid upon satisfactorily providing end of year reports by the 1st of October, with
* the remainder of the funds (25%) to be paid upon completion of the project.

Funding requirementso

All applications should directly relate the project to the objectives (and corresponding actions) outlined in the published *Pimelea spinescens* Recovery Plan[[1]](#footnote-1), which are:

1. Acquire accurate information for conservation status assessments.
2. Identify habitat that is critical, common or potential.
3. Ensure that all populations and their habitat are protected and managed appropriately.
4. Manage threats to populations.
5. Identify key biological functions.
6. Determine the growth rates and viability of populations.

Within these objectives and their identified actions there is significant scope for a range of innovative projects. These are not limited to the direct management of existing populations and could include broader research/knowledge gathering or community capacity building.

The applicants will need to detail which Recovery Plan objective/s and actions they are addressing, how they will be implemented, identify the risks of the project and measurable outcome/s/benefits for *P. spinescens.* A key factor in assessing projects will be measuring and communicating the benefit of the project and the investment by the Pimelea Conservation Trust Fund. Applicants should consider and include details of what specific benefits will result, and the information that will be collected to demonstrate that this benefit has been achieved.

Collaboration with other funding bodies, employment opportunities and incorporating long term collection of data is strongly encouraged.

Application details

The following project application should be completed by the applicant and forwarded in Microsoft Word (Format) to the Pimelea Conservation Officer at Trust for Nature vie email: [debbier@tfn.org.au](mailto:debbier@tfn.org.au) by the 31st August, 2018.

Application and Reportingo

Recipients ofmoney from the PCTF must complete the application (pages 4 – 6 & 11), mid-term (pages 7 – 8 & update 11) and final report (pages 9 - 10) outlining the activities and their progression.\*

The application should include:

* which objective/s of the Recovery Plan the project addresses
* which actions of the Recovery Plan are related to those in the project
* details of the project/activity proposed to undertake
* skills and capacity of the applicant/s to deliver the project
* a brief introduction to the background of the site/s, approximate *P. spinescens* numbers/occupancy and past/current management practices (including a map if possible)
* key risks that might negatively impact on the project
* targets which will be achieved within the time frame
* indicators of success
* how will the project be measured before, during and after the project for the impacts on the *P. spinescens* population
* an estimate of the costs involve and the total funding requested
* a timeline of the activities (including costs) to be achieved (Gantt chart, see page 11)

The mid-term status report should include:

* details of the activity/ies undertaken
* how the targets previously outlined have progressed
* how the costs are progressing for the planned activities
* identify any risks to falling behind in progress
* progress to meet the indicators of success
* the monitoring records and an interim analysis of the population’s response to the activities
* an update of the timeline and budget progress i.e. What has been achieved to date (Gantt chart). Have all planned actions been achieved? If not, why?

A final report should include:

* how this project has addressed/informed the objective/s cited from the 2006 Recovery Plan
* details of the activities completed
* how the targets for each funding item have been attained
* how the funds were spent
* all the monitoring records, analysis and impacts of the activities on the population
* how the project has contributed to the conservation of *P. spinescens*

The application should outline the monitoring approach to demonstrate the benefit of the project. This should include baseline information and ongoing measurements to determine changes. For instance, for highly targeted projects focusing on improving the habitat for a particular population of *P. spinescens*, applicants should consider using the monitoring field sheets recommended by the *Pimelea spinescens* Recovery Team that are found on the Trust for Nature website (<http://www.trustfornature.org.au/special-conservation-trusts/pimelea-conservation-trust-fund/>).

Applicants will also be required to provide a brief update (~1/2 to 1 page) for the *Pimelea spinescens* Recovery Team Meetings. Held in March, July and November annually.

These reports are to be provided in **Microsoft Word (Format)** to TfN via the Pimelea Conservation Officer: [debbier@tfn.org.au](mailto:debbier@tfn.org.au) by the date specified in the letter awarding funding, but generally no later than June 30th (mid-term status report) and October 1st (Final report).

**Failure to provide reports by the nominated date will result in no further funding (until report provided and accepted by the Committee) and will influence any further consideration of applications.**

**o**Application’s funding guidelines and conditions.

\*Projects which are approved and are only running over six months will only need to complete an application and final form.

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| **Pimelea Conservation Trust Fund - Application for funding**  **(Microsoft word [Format])** | |
|  |  | |
| **Date:** |  | |
| **Name of organisation:** |  | |
| **ABN:** |  | |
| **Contact person:** |  | |
| **Contact email:** |  | |
| **Contact phone number:**  **Postal address:** |  | |
| **Recovery plan objective** | | |
| State which objective/s of the Recovery plan this project will address. | | |
| **Introduction** | | |
| Provide background information on the site/s e.g.   * access * habitat, vegetation type * area, topography * climate * current land use, management and tenure * other plants and animals present * site security for ongoing conservation (including a map if possible) and/o*r* * *P. spinescens* numbers/occupancy * composition of the population | | |
| **Project details** | | |
| Briefly describe the details of the project/activity and how it will address the Recovery Plan objective/s and actions. | | |
| **Risks** | | |
| Comment on the risks associated with completing the proposed project and what will be done about these risks. Examples might be:   * weed invasion * lack of biomass management * ability to undertake ecological burning if needed * security and protection of the site i.e. risks of accidental damage * inadequate skills of staff * failure of funding | | |
| **Targets** | | |
| Please outline the key measurable outcomes which will be reported to the Pimelea Conservation Trust Fund committee if successful in this application. Include details of how the population will be monitored (photo points, data collected). | | |
| **Indicators of Success** | | |
| Key indicators of success, or operational targets, should be established for both short- (<12 months or otherwise stated) and long-term time frames (>12 months).  Indicators should conform to the SMART principle (i.e. they should be Specific, Measurable, Achievable, Result orientated and Time bound).  Define these indicators in terms of factors such as persistence of sufficient individuals over pre-determined timeframes, multi-season flowering, fruiting and recruitment, maintenance of demographic processes, persistence through fire/drought cycles.  For example:   * At least x% of plants planted survives for a three month period after planting. * The % of weed cover decreases by x% in y time frame. * Two local papers will advertise the event, and at least 10 people will attend. | | |
| Long-term commitment | | |
| Please document and demonstrate the long-term staff and funding commitment and the ability to resource contingency plans, including:   * length of contracts/tenure of all team members * strategies for managing change of personnel (e.g. hand-over of information, training) * strategies to ensure on-going funding. | | |
| **Monitoring Program** | | |
| Outline the monitoring program for all population locations. Monitoring must be adequate to measure the success of the project and must relate back to the indicators of success and conservation outcome(s). Include:   * what will be monitored * methods (direct versus indirect methods) * when/how often * the duration of the monitoring program | | |
| **Budget** | | |
| Please provide a summary of the costs that proposed activities will incur and the total funding requested. If additional funding is being provided, please indicate its source and the amount. | | |
| **Timeline** | Please provide a timeline (see page 11) for the proposed activities and outcomes for the project. | |

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| **Pimelea Conservation Trust Fund - Mid-term status report**  **(Microsoft word [Format])** | | |
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| **Date:** |  | |
| **Name of organisation:** | | |
| **ABN:** |  | |
| **Contact person:** |  | |
| **Contact email:** |  | |
| **Contact phone number:** | | |
|  |  | |
| **Recovery plan objective** | | |
| Please provide details of the activity you have undertaken. | | |
| **Risks** |  | |
| Is the project progressing as planned? If not why? Are the known risks effectively being managed? Have any new ones affected the projects progress? What are they? What is being done to address the risks and progress? | | |
| **Targets** |  | |
| Please address the measurable outcomes you set in the funding application form and how they are progressing. | | |
| **Indicators of success** | |  | |
| What is the progress for the indicators of success for this project? Has the monitoring been achieved? What is the initial response of the population to the activities? | | |
| **Budget** |  | |
| Please provide a summary of the costs that activities have incurred and how the budget is progressing towards the outcomes. | | |
| **Timeline** | Please update the timeline (Page 11) how is it progressing regarding the proposed activities and outcomes for the project. | |

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| **Pimelea Conservation Trust Fund – Final project report**  **(Microsoft word [Format])** | |
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| **Date:** |  |
| **Name of organisation:** |  |
| **ABN:** |  |
| **Contact person:** |  |
| **Contact email:** |  |
| **Contact phone number:** |  |
|  |  |
| **Recovery plan objective** |  |
| How has the project/activity contributed to achieving the cited Recovery Plan objective? | |
| **Project details** |  |
| Please provide; details of the activities completed an analysis of the projects impacts on the population and how it has informed the current knowledge base of *P. spinescens*. | |
| **Targets** |  |
| Please address the outcomes you set in the funding application form. Where targets have not been met, provide an explanation. What effects have the project had on the *P. spinescens* population? | |
| **Monitoring Program** | |
| Provide the results of your monitoring programme. Please explain whether the method was effective.  Describe how monitoring will continue on into the future. | |
| **Budget** |  |
| Please provide a brief summary of how the funding was spent to carry out the project. | |
| **Timeline** |  |
| Please complete the timeline progression (page 11) with proposed activities and outcomes for the project. Were all the proposed activities/outcomes achieved? If not why? | |

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| **Timeline (Gantt chart)** | | | | | | | | | | | | | | |
| **No** | **Activity/task** | **Year** | **2018** | | | | | | | | | | | |
| **Cost** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **June** | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
|  | Midterm report June 30th |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Final report due October 1st |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. To obtain a copy of the 2006 Recovery Plan, go to <http://www.environment.gov.au/system/files/resources/05b081c7-f962-46b9-a33f-4aa1af9613b9/files/p-spinescens.pdf> [↑](#footnote-ref-1)