



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Agriculture,
Water and the Environment

Grant Opportunity Guidelines

Planting Trees for The Queen's Jubilee

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1. Planting Trees for The Queen's Jubilee: processes

The Planting Trees for The Queen's Jubilee program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the Department of Agriculture, Water and the Environment's Outcome 1. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on business.gov.au and GrantConnect.



MP undertakes community consultation and project nomination

Federal Members of Parliament (MPs) consult with their community to assist identifying potential applicants and projects.



Invited applicants complete and submit an online grant application

We (via the MP), will invite selected applicants (you) to submit an application. You complete the application form, addressing all the eligibility criteria in order for your application to be considered.



We assess all grant applications

We review the applications for completeness, eligibility, and value with money.



We make grant recommendations

We provide advice to the decision maker on each application.



Grant decisions are made

The decision maker decides which applications are successful, taking into consideration the proper use of public resources.



We notify you of the outcome

Your MP may advise you of the outcome of your application, and we will provide formal written confirmation of the outcome. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and proportional to the risks involved.



Delivery of grant

You undertake the grant activity, and provide a report, as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Planting Trees for The Queen's Jubilee

The Department of Agriculture, Water and the Environment evaluate the specific grant activity and Planting Trees for The Queen's Jubilee as a whole. We base this on information you provide to us and that we collect from various sources.

2. About the grant program

Community-based tree planting events will be held across Australia to mark the Jubilee (70 years of service) of Her Majesty, Queen Elizabeth II, in 2022. Planting Trees for The Queen's Jubilee (the program) will run over 3 years across 2021-22 to 2023-24. The program will provide up to \$15.1 million of grant funding to eligible groups and organisations for community-based tree planting events.

The objective of the program is to mark the significant occasion of Her Majesty's Jubilee through community tree planting events across Australia.

The intended outcomes of the program are to:

- increase community awareness and celebration of Her Majesty's Jubilee
- create a legacy of tree plantings across the nation for Australians to enjoy that also serve to honour the memory of The Queen and her 70 years of service to Australia and the Commonwealth.
- increase and/or enhance the area of tree canopy.

The program complements other initiatives occurring across the Commonwealth to mark The Queen's Jubilee, such as tree planting initiative in the United Kingdom which is inviting people to "Plant a Tree for the Jubilee".¹

The available program funding is allocated equally across each of the 151 Federal electorates in Australia. Federal Members of Parliament (MPs) will be responsible for consulting with their local communities to identify suitable projects and organisations for nomination. Eligibility criteria for applicant organisations are set out in sections 4.1 and 4.3. Applicants meeting these criteria are eligible for nomination by their local MP. MPs will invite nominated organisations to apply.

A wide range of groups and organisations are eligible to apply under the program, including community and environment groups, local governments, and schools (see section 4 Eligibility Criteria).

We administer the program according to the *[Commonwealth Grants Rules and Guidelines](#)* (CGRGs)².

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Agriculture, Water and the Environment.

We have defined key terms used in these guidelines in the glossary at section 13.

¹ See <https://queensgreencanopy.org/>

² <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

You should read this document carefully before you fill out an application.

2.1. Community consultation, nomination and application process

Each MP will consult with their local communities in a manner appropriate for their electoral context to identify potential applicants and projects. This could include use of an existing consultation committee, or establishing a new consultation committee, with representatives from the local community.

The identified projects must be consistent with the intended program objectives and outcomes and the program criteria set out in these guidelines. MPs must advise the Department of the basis for project selection, declare conflicts of interest (where relevant), and provide a list of nominated applicants (or lead applicants or sponsors) and projects. Information about which organisations may need a sponsor or lead applicant to apply on their behalf is included in sections [4.1](#), [4.2](#) and [4.3](#).

We, via the MP, will invite identified potential applicants (or lead applicants / sponsors) to apply for a grant for their nominated projects by sending them a link to apply via an online grant portal.

Invited applicants must not forward the link to the application form to anyone else. Invited applicants must submit a completed application via the portal. Note:

- only applicants invited to apply can submit an application
- for joint applications, lead applicants must submit the application
- for sponsored organisations, the project sponsor must submit the application.

An invitation to submit an application by your MP does not guarantee that your application will be successful. We assess all applications for eligibility and completeness before making funding recommendations.

2.2. Impacts of Coronavirus (COVID-19)

Applicants need to consider the potential impacts of COVID–19 on the timeframe and delivery of their proposed projects when preparing their applications. Potential for delays (such as those due to requirements of government health orders) and the community's ability to participate should be factored into project designs and timeframes to enable completion within the program period.

3. Grant amount and grant period

The Australian Government has announced a total of \$15.1 million for the Planting Trees for The Queen's Jubilee grant opportunity to provide up to \$100,000 to each of the 151 Federal electorates.

3.1. Grants available

Each electorate has total funding of up to \$100,000 to allocate to up to 10 successful applications. Projects are not to be dependent upon obtaining funding from other grant sources in order to proceed. However, they may complement other separate projects.

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$2,500.
- The maximum grant amount is \$20,000.

You are responsible for funding the remaining eligible and ineligible project costs.

Additional cash and/or in-kind contributions towards the project costs are encouraged but not required. Where you provide in-kind contributions (including labour, goods or services), you must calculate the dollar value using the following rate:³

- In-kind labour/volunteer hours and/or professional advice should be calculated using \$47/hour.
- Provision of goods is to be calculated at the retail or market price that the goods would have been bought for.

We cannot fund your project if it receives funding for the same project activities from another grant source, such as a Commonwealth, State, Territory or local government grant. You can apply for a grant for your project under more than one government program, but if your application is successful, you must choose either the Planting Trees for The Queen's Jubilee grant or the other grant.

3.2. Project period

You must complete your project by 30 November 2023. However, while tree planting activities can continue into 2023, formal commemorative events must be undertaken during 2022 to coincide with the year of Her Majesty's Jubilee. Should environmental conditions or other circumstances arise that prevent this, you must actively manage your project's implementation so that it is completed by 30 November 2023.

You should factor in sufficient time for the following:

- obtaining required approvals
- sourcing and delivery of materials
- contracting tradespeople
- recruiting or replacing key personnel
- possible delays due to seasonal and weather conditions
- COVID restrictions; and other unforeseen circumstances that may prevent you completing your project on time.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

The eligibility criteria may be waived or amended if a Senior Executive Officer within the Department of Agriculture, Water and the Environment responsible for the program deems that an entity type intended to be included within the program's scope has been inadvertently excluded due to an omission, error, or oversight in the way the eligibility criteria have been framed.

We cannot provide a grant if you are awarded funding from another government source for the same project activities and accept funding from that source.

4.1. Who is eligible?

To be eligible you must:

- be invited to apply by your local MP, and

³ The rate provides the department with comparable estimates across all applications. The rate was informed by the average weekly earnings for May 2021 (\$1,798/week; seasonally adjusted; [ABS data](#)) and is similar to volunteer value calculators such as <https://volunteeringqld.org.au/calculator> and <https://www.volunteering.com.au/volunteer-calculator/>.

- have an Australian Business Number (ABN), and
- be one of the following not-for-profit entities:
 - a not-for-profit organisation incorporated in Australia. For example:
 - incorporated associations
 - a co-operative
 - an incorporated Australian Public or Private Company⁴
 - an Aboriginal and/or Torres Strait Islander Corporation registered under the [*Corporations \(Aboriginal and /or Torres Strait Islander\) Act 2006*](#)
 - Indigenous land councils
 - religious organisations incorporated under legislation
 - strata-title
 - an incorporated Trustee on behalf of a Trust⁵
 - a Queensland Parents and Citizens' Association (where the body is prevented from incorporation by its governing legislation but still considered a legal entity)
 - a State/Territory Government school in the ACT, QLD, NT or VIC⁶
 - a State department of education (or its State Minister) in NSW, SA, TAS or WA acting as a project sponsor for one of its State Government schools (see section 4.2 and the Program Fact Sheet available on business.gov.au)
 - an Australian State/Territory Government body or statutory authority (or the Commonwealth Minister(s) representing such a body or authority) that is:
 - a Regional Land Partnerships service provider applying on behalf of a community group (see section 4.2)⁷
 - a Western Australian Land Conservation District Committee (LCDC) or a legal entity applying on behalf of a LCDC (see section 4.2)
 - a Committee of Management.
 - a local governing body as defined by the [*Local Government \(Financial Assistance\) Act 1995*](#) or one of the following considered to be local governing bodies:

<ul style="list-style-type: none"> ▪ Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA ▪ Cocos (Keeling) Islands Shire Council ▪ Lord Howe Island Board ▪ Norfolk Island Regional Council 	<ul style="list-style-type: none"> ▪ The Outback Communities Authority ▪ The Shire of Christmas Island ▪ The Silverton and Tibooburra villages in NSW ▪ The Trust Account in the NT, and ▪ ACT Government.
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If applying as a not-for-profit organisation, you must demonstrate your entity status in your application.

⁴ Company is a company incorporated under the *Corporations Act 2001* (Cth). Some Catholic schools run by Religious Institutes or Public Juridic Persons (PJP) are Australian Public Companies.

⁵ As Trusts are not legal entities in their own right, only the Trustee for the Trust is eligible to apply. If applying as an incorporated Trustee of a Trust you must provide relevant trust documents (e.g., signed Trust Deed and subsequent amendments) confirming your ability to act on behalf of the trust with your application.

⁶ These schools should apply using the school's unique ABN.

⁷ Regional Land Partnerships service providers are contracted by the Department of Agriculture, Water and the Environment to deliver a range of environment-related services. A list is available at www.nrm.gov.au/regional/regional-nrm-organisations (but Torres Strait Marine Authority and Oceanwatch are excluded).

Eligible entities may be nominated for one or more projects provided they and, where relevant, their sponsored organisation(s), have capacity to implement them by November 2023.

Special sponsoring arrangements as set out in section 4.2 apply to the following potential applicants who are not eligible for a grant unless an eligible project sponsor applies on their behalf:

- unincorporated entities
- State Government schools in the States of NSW, SA, TAS and WA
- Catholic schools that are not independent Catholic schools
- Independent schools which are not legal entities with an ABN.

Joint (consortia) applications are acceptable, provided a lead organisation is appointed as the applicant, will be the main driver of the project, and is eligible to apply (see section 6.2 for more details).⁸

4.2. Project Sponsor

If you are an organisation that may not be able to incorporate⁹ or is one of those mentioned in section 4.1 as requiring sponsorship, you may be able to nominate an entity that meets the eligibility criteria in section 4.1 as your project sponsor.

The project sponsor will need to:

- be nominated by your MP
- submit the application on behalf of your organisation
- be authorised to enter into a grant agreement
- support the sponsored organisation to implement the project, and
- be responsible for any obligations under the agreement with the Commonwealth.

Project sponsors may act as a sponsor for more than one project, provided they have capacity to support the sponsored organisation(s) and delivery of their project(s) by November 2023.

Registered State Government schools in NSW, SA, TAS and WA must be sponsored and can do so in one of three ways:

- be sponsored by their respective State Department of Education or State Minister (or equivalent)
- be sponsored through their school Parents and Citizens Association, Parent and Friends Group, or equivalent (if these are incorporated, or a Queensland P&C listed in section 4.1).
- be sponsored by another eligible entity listed in section 4.1.

Catholic schools (that are not independent Catholic schools) must be sponsored by another eligible entity listed in section 4.1. In many cases the relevant archdiocese, diocese or the Catholic education authority in your State/Territory¹⁰ may be able to act as the project sponsor.

Parents and Citizens groups for Catholic schools typically use a constitution that does not incorporate them. Such groups must be sponsored by another eligible entity (see section 4.1).

⁸ The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at section 6.2 'Joint Applications'

⁹ Depending on how entities are constituted, this may apply to a variety of potential applicant organisations such as some landcare, coastcare, bushcare, 'friends of', and similar groups; parish churches; rural fire brigades; state emergency services; scout groups; Parents and Citizens groups; or Parents and Friends groups.

¹⁰ Catholic State/Territory education offices: [NSW](#), [NT](#), [QLD](#), [SA](#), [TAS](#), [VIC](#), [WA](#), [ACT](#)

Independent schools vary in how they are legally constituted. If the school is not a legal entity with an ABN, or incorporated, the school must be sponsored by another eligible entity listed in section 4.1. While any eligible entity could act as a sponsor, the appropriate sponsor may be a parent or overarching body (e.g., an archdiocese or diocese) and the school should consult these.

Further details on school sponsorship, including relevant State education department contacts are available in an accompanying program fact sheet at business.gov.au.

4.3. Additional eligibility requirements

In order to be eligible you must also:

- apply for the project and not exceed the grant amount agreed to, and nominated by, your MP
- provide the relevant mandatory documentation outlined in section 6.1.

4.4. Who is not eligible?

You are not eligible to apply if you are:

- a for-profit organisation
- an individual (unless a State/Territory Minister acting as a project sponsor for a registered State/Territory school)
- a partnership
- an unincorporated association (unless sponsored. See section 4.2)
- a Regional Development Australia Committee
- a trust¹¹
- a Commonwealth, State, Territory or local government agency or body (including government business enterprises) unless listed in section 4.1.
- a non-corporate Commonwealth entity
- a political party, political organisation or lobbyist
- an organisation that is not based in Australia.
- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)¹²
- an employer of 100 or more employees that has not complied with the *Workplace Gender Equality Act (2012)*.
- any organisation not included in section 4.1

4.5. What qualifications or skills are required?

If you are successful, relevant personnel working on the project who are likely to come into contact with children and/or vulnerable people must maintain the following registration/checks that may be applicable in your State/Territory:

- Working with Vulnerable People registration
- Working with Children check.

¹¹ Note: An incorporated trustee may apply on behalf of a trust as set out in section 4.1.

¹² The direct link is <https://www.nationalredress.gov.au/institutions/institutions-have-not-yet-joined>

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at the program objectives and outcomes outlined at section 2
- include at least one formal commemorative event in 2022 to mark The Queen's Jubilee commemorations¹³
- include recognition that the plantings are part of The Queen's Jubilee commemorations through signage or a plaque(s) (section 11.8)
- be consistent with the project, and requested grant funding (not exceeding the grant amount), that your MP nominated
- include eligible activities (listed below) and have a plan for how you will carry out the project
- be undertaken for a public purpose and not be directed towards making a profit as its primary objective¹⁴
- not only propose purchase of goods or assets (such as materials, tools, infrastructure, or equipment)
- commit to providing the photographic evidence outlined in section 11.2.1 and the commemorative event information in section 11.2.2
- seek at least a \$2,500 grant (section 3.1)
- be undertaken in an eligible location (see section 5.3)
- represent value for money.

Eligible activities must directly relate to the project and can include:

- tree planting site preparation activities. For example:
 - control of weeds and pests¹⁵
 - removal of waste/debris from the site
 - soil preparation (e.g., ripping, scraping, hole digging)
 - application of soil treatments/ameliorants (e.g. fertiliser, compost, water crystals)
- planting of regionally appropriate tree species (see requirements in section 5.2)
- installation of fencing, stakes, bollards and/or tree guards/protectors to protect plantings¹⁶
- installation of drip irrigation
- conducting Queen's Jubilee commemorative event(s) in association with plantings¹⁷
- installation of durable commemorative signage/plaque(s)

¹³ The Queen's Jubilee events will be expected to follow certain protocols. Further guidance will be available at business.gov.au

¹⁴ The project is to provide benefits broader than only to the applicant (or sponsored organisation).

¹⁵ Useful guidance on weed control is available at weeds.org.au and on pest control at pestsmart.org.au.

¹⁶ Fencing may be required to protect plantings (e.g. from stock or other animals). Bollards may be needed to restrict vehicle access. Temporary tree guards may be needed to protect plants while establishing. The program will also support permanent guards in urban areas. Use of products made from recyclable materials is encouraged.

¹⁷ At least one commemorative event must occur in 2022. For clarity, events do not have to be conducted at completion of plantings.

- monitoring and maintenance of tree plantings to support long-term establishment. For example:
 - installation of tree guards
 - control of weeds and pests
 - watering
- obtaining required permissions, licences, permits, and/or planning, environmental, heritage or other regulatory approvals
- project design and management.

We may also approve other activities.

5.2. Tree planting requirements

All projects must abide by the following tree planting requirements:

- approval of the site owner and, where applicable, relevant authorities, is to be obtained prior to planting being undertaken
- tree species may be Australian native species or non-native species, but must be regionally appropriate
- tree species must be species that, when mature, have a height of 2 metres or more¹⁸
- tree species must not be known weed species or be potential or exotic weed species.¹⁹ For example [Athel pine](#), [English Broom](#), [European](#) and [African Olives](#), some species of [Willow](#).
- plantings must be placed in a long-term position to provide a commemorative legacy
- trees may be planted at one or more sites
- reasonable efforts are to be made to support establishment of plantings. This includes provision of protective guards (where needed) and follow up maintenance, such as weeding and watering if required, for at least 12 months after site planting
- provision should be made (from the project budget) to procure trees during the project period to replace potential minor plant losses in the 12 months after the initial planting
- durable signage or a plaque(s) identifying the plantings are part of The Queen's Jubilee commemorations are required in accord with section 11.8 and the related program funding recognition guidelines.

Use of tubestock or established trees for tree-planting events is recommended. However, use of direct seeding alone, or in combination with planting, is permissible where larger scale planting is being undertaken.

Applicants are encouraged to consider how commemorative plantings can provide enduring environmental and community benefits. This includes:

- how they may provide additional food sources and habitat for native fauna;
- improve the connectivity, extent and condition of existing natural habitats;
- reduce urban heat effects;
- beautify the local environment; create colour; create or enhance local vegetation themes; and

¹⁸ Projects are not expected to have achieved tree heights of 2m or more by their project completion dates, but species must have potential grow to this height.

¹⁹ This includes, but is not limited to, the 32 [Weeds of National Significance](#); National Environmental Alert List species and Agricultural Sleeper Weed List species (see <https://weeds.org.au/overview/lists-strategies/>); and those that are declared noxious or pest plants in your State/Territory.

- enhance community well-being and enjoyment of their local environment.

The program will not fund the provision of, or planting of understorey species. However, these may form part of a co-contribution to a project or be undertaken separately.

5.3. Commemorative event requirements

All projects are required to hold a formal commemorative event in association with their plantings in 2022 to coincide with the year of The Queen's Jubilee. There is no requirement to hold more than one formal commemorative event if tree plantings occur in stages or at multiple sites. However, more than one event can be held (if appropriate). For example, a local government, may organise events in more than one town.

Commemorative events will be required to have a degree of formality fitting for an event associated with recognising Her Majesty. You will be expected to cooperate with, and facilitate, inclusion of the Minister, your local MP, the department, and/or other dignitaries or representatives in your commemorative event (or an alternate event) where requested. Further guidance on these requirements will be made available in the program's commemorative event guidelines, which will be made available at business.gov.au. Event reporting requirements are provided in section 11.2.1 and 11.2.2.

5.4. Eligible locations

Your project must be undertaken within Australia's Federal electoral boundaries. Your local Member of Parliament will be responsible for nominating projects in their respective electorates. Your project can include planting activities at more than one location.²⁰

5.5. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

To be eligible, expenditure must:

- be incurred by you within the project period (unless otherwise agreed by the department)
- be a direct cost of the project
- meet the eligible expenditure guidelines.

Materials, equipment or other goods/assets must only be purchased if they are required to meet the project objectives, represent value with money, and will be installed or used during the project or are trees on hand to replace potential losses.

Eligible expenditure items are:

- costs of project related administration, planning, consultation, coordination, monitoring and reporting
- costs of suppliers, consultants, specialists/experts and contracted labour undertaking eligible project activities
- purchase of materials and products required to deliver eligible project activities (e.g., herbicides, seed, tubestock, mulch/compost, soil ameliorants, tree guards, weed matting, planting hardware, fencing materials, bollards, etc.)

²⁰ Federal electoral boundaries are those as at program opening and can be found at <https://www.aec.gov.au/Electorates/maps.htm>

- costs of obtaining required permissions, licences, permits, and/or planning, environmental, heritage or other regulatory approvals
- purchase, lease or hire of equipment and its operational cost where required to deliver eligible project activities (e.g., knapsacks/weed sprayers, buckets, spades, weeding tools)
- installation of equipment and infrastructure as part of eligible project activities (e.g., tree guards, signage/plaques, fencing)
- project related mapping, surveys, monitoring and analysis activities
- design and production of project and commemorative event communications (e.g., project/event promotion, website material, signage/plaques).
- venue/facility hire required to deliver eligible project activities
- commemorative event related costs, such as hire of microphone/public announcement equipment, marquee, security and toilets
- provision of light refreshments/morning tea/drinks/tea/coffee (excluding alcohol) to maintain hydration and support safe community participation at community events
- first aid and personal protective equipment required to deliver eligible project activities (e.g., gloves, masks, earmuffs, sunscreen, safety glasses)
- project related insurance costs required to deliver eligible project activities.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

You may elect to commence your project from the date we notify you if your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

5.6. What you cannot use the grant for

Expenditure items that are not eligible are:

- activities that do not lie within the eligible locations (see section 5.4)
- activities already funded through another Australian, state or territory, or local government program
- the cost of provision of goods, services or support activities not related to the eligible project activities
- the cost of business as usual activities, including staff salaries and consumables, recurring or ongoing expenditure (e.g. annual maintenance)
- retrospective costs (incurred prior to grant approval), including costs incurred in the preparation of a grant application or related documentation
- meals and alcohol
- provision and planting of understorey plants
- earthworks or landscaping that is unrelated to tree planting site preparation

- planting of species that are known to be, or have the potential to become, an agricultural or environmental weed. This may include some species when planted out of region.
- planting of species that are not regionally appropriate
- broad scale clearing of native vegetation, including native grasslands
- willow removal where professional advice has not been sought
- fencing of property boundaries
- activities that deliver primarily a private benefit or are the normal responsibility of landholders
- business activities where the primary purpose is for profit
- major construction/capital works
- purchase or acquisition of land or buildings
- creation or installation of works of art or public art
- activities involving political advocacy
- overseas travel
- production of clothing, equipment or merchandise for distribution
- general water use efficiency, such as more efficient sprinklers for golf and bowls clubs or grey water recycling
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent.

6. How to apply

Before applying you should read and understand these guidelines, the sample application form and the sample grant agreement published on business.gov.au and GrantConnect.

You will need to set up an account to access our online [portal](#). The portal allows you to apply for and manage a grant or service in a secure online environment.

You may submit one or more applications, provided you have capacity to implement the project(s) by November 2023.

To apply, you must:

- be invited by your MP to submit an application
- complete an online application form via business.gov.au for each project²¹
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments
- submit your application(s) on the portal by the closing date and time specified.

You can view and print a copy of your submitted application on the portal for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

²¹ Note: Submission of a project application to the department is different to submitting an Expression of Interest (EOI) to your local Member as part of their own EOI and nomination processes.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

6.1. Attachments to the application

We may require the following documents with your application:

- evidence of your incorporated association or not-for-profit status (if applicable)
- trust deed and subsequent amendments (if applying as a Trustee on behalf of a Trust)
- letters of support from project partners (for joint/consortia applications).

You must attach supporting documentation in line with the instructions provided in the form. You should only attach requested documents. The total of all attachments cannot exceed 20MB. We will not consider information in attachments that we do not request.

6.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. Sponsors of an ineligible entity must be an eligible entity type as outlined in section 4.1. Note that individuals and partnerships are not eligible and cannot be a ‘lead organisation.’ The application should identify all other members of the proposed group and include a letter of support from each of the project partners.

Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

6.3. Late applications

We will only accept a late application where an applicant has experienced exceptional circumstances that prevent submission of the application. Broadly, exceptional circumstances are where an applicant has actively and reasonably endeavoured to submit their application in advance of the closing time and events have occurred that are characterised as one or more of the following:

- reasonably unforeseeable
- beyond the applicant’s control
- unable to be managed or resolved within the application period.

Exceptional circumstances will be considered on their merits and in accordance with probity principles.

How to lodge a late application

Applicants seeking to submit a late application must submit a request to us in writing at Jubilee@industry.gov.au.

The request should include a detailed explanation of the circumstances that prevented the application being submitted prior to the closing time. Where appropriate, supporting evidence can be provided to verify the claim of exceptional circumstances.

Written requests to lodge a late application will only be accepted within 3 calendar days after the grant opportunity has closed.

The Program Delegate or their appointed representative will determine whether a late application will be accepted. The decision of the Program Delegate will be final and not be subject to a review or appeals process.

Once the outcome is determined, we will advise the applicant whether their request is accepted or declined.

6.4. Timing of grant opportunity

You can submit an application at any time while the grant opportunity remains open.

Table 1: Expected timing for this grant opportunity

Activity	Indicative Timeframe
Assessment of applications	March – May 2022
Approval of outcomes of selection process	April – June 2022
Negotiations and award of grant agreements	April – July 2022
Notification to unsuccessful applicants	April – June 2022
Earliest start date of project	April 2022
End date of grant commitment	30 November 2023

7. The grant selection process

Your MP, in consultation with their community, will identify and nominate up to 10 potential projects with a combined value of up to \$100,000 that are consistent with the program outcomes and eligibility criteria. The MP will invite identified potential applicants to apply and send them a link to the online application form.

It is important to note that an invitation to submit an application by your MP does not guarantee that your application will be successful.

7.1. Assessment of grant applications

We consider eligible applications through a closed, non-competitive grant process.

We will assess your application for completeness and against the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria, provide value with relevant money, and be considered a proper use of public resources.

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective(s) of the grant opportunity and the project
- whether the proposed project is in scope
- the extent to which the evidence in the application demonstrates the project will contribute to meeting the program objectives/outcomes.
- the relative value of the grant sought and any financial or in-kind co-contributions from you or a third party
- the risks (Work Health Safety, financial, fraud and other) that the applicant and project may pose for the Department and the Commonwealth.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition to your application.

7.2. Replacement nominations

If an application is not eligible, we may seek a further nomination from the relevant MP for an alternative project and/or organisation in their electorate to replace the ineligible application.

The replacement project application is to be submitted by the application closing time. The nominated organisation and replacement project must meet all the eligibility criteria to be recommended for funding.

7.3. Who will assess the applications?

An assessment team overseen by the department will assess each application and make recommendations to the Program Delegate. We may ask experts/advisors, such as probity advisors, to inform the assessment process. Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

We may seek additional information about you or your application. We may seek this from you or within the Commonwealth, even if you do not nominate the sources as referees. We may also consider information about you or your application that is available as a result of our due diligence process or through the normal course of business.

7.4. Who will approve grants?

The Program Delegate (who is a Senior Responsible Officer in the department with responsibility for the program) decides which grants to approve, taking into account the application assessment, the availability of grant funds, and whether funding a project will be a proper use of public resources. When assessing whether the application represents value with relevant money, the Program Delegate will have regard to the matters listed in section 7.1.

The Program Delegate's decision is final in all matters, including:

- the approval of the grant
- the grant funding amount to be awarded
- the terms and conditions of the grant.

We cannot review decisions about your application.

The Program Delegate will not approve funding if there are insufficient program funds available across relevant financial years for the program.

8. Notification of application outcomes

Your MP may advise you of the outcome of your application.

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant. Your MP may also contact you to discuss your project.

9. Successful grant applications

9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample grant agreements are available on business.gov.au and GrantConnect. The grant agreement has general terms and conditions that cannot be changed.

We must execute a grant agreement with you before we can make any payments. 'Execute' means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

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

If you enter an agreement under Planting Trees for The Queen's Jubilee, you cannot receive other grants for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

9.2. Approval letter grant agreement

We will use an approval letter grant agreement when we have no need to clarify or amend any details in your application. This grant agreement comprises your completed application form and the approval letter we send advising that your application has been successful. We consider the agreement to be executed (take effect) from the date of our approval letter.

9.3. Exchange of letters grant agreement

We will use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will send you a letter of offer advising that your application has been successful. You accept the offer by signing and returning to us. We consider the agreement to be executed from the date we receive your signed document. You will have 30 days from the date of our letter to sign and return to us otherwise the offer may lapse.

9.4. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children and with vulnerable people
- State/Territory legislation in relation to [Work, Health and Safety](#)
- State/Territory legislation in relation to weed management²²
- State/Territory legislation in relation to biosecurity
- State/Territory legislation and Codes of Practice in relation to animal welfare and ethics
- State/Territory legislation in relation to agricultural and veterinary chemicals use
- Commonwealth/State/Territory legislation dealing with native vegetation and environment protection.²³

If your grant activities involve control of pest animals, you must adhere to relevant federal and state/territory legislation and regulations. This includes adhering to relevant animal welfare legislation and requirements, and to voluntary and/or mandatory Codes of Practice and Standard Operating Procedures for the management of relevant pest animals.²⁴

9.5. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any cash financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement. You will be required to report how you spent the grant funds at the completion of the project.

9.6. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a [Recipient Created Tax Invoice](#) (RCTI). You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities.²⁵

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

10. Announcement of grants

We will publish non-sensitive details of successful projects on [GrantConnect](#). We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on other government websites. This information may include:

- name of your organisation

²² Best practice guidelines for controlling different weed species are available at [weeds.org.au](#).

²³ For example, the [Environment Protection and Biodiversity Conservation Act 1999](#) (EPBC Act) (Cth).

²⁴ A range of pest management resources are available at [pestsmart.org.au](#).

²⁵ See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- applicant business location
- your organisation's industry sector.

11. How we monitor your grant activity

11.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they 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
- Australian Business Number (ABN)
- GST status.

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 events relating to your project and provide an opportunity for the Minister or their representative to attend. You must also notify your local MP.

11.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- commemorative events

Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments. We may conduct site visits to confirm details of your reports, if necessary.

11.2.1. Photographic evidence

Photographic evidence of project activities is to be submitted for all funded projects with your end of project report. This consists of at least one photo illustrating each of the following:

- the installed Queen's Jubilee signage/plaque
- representative photo(s) during tree planting activities
- representative area(s) of your completed tree planting(s)

- your formal Queen's Jubilee commemoration event.

Provision of 'before' and 'after' photos illustrating your project impact are also encouraged.

Photos are to:

- be of good quality, and
- have a file size of at least 2MB each
- have permission from those pictured in any photos, for the photos to be used publicly by the department
- be provided to the department in the manner specified by the department.

11.2.2. Commemorative event information

As part of celebrating The Queen's Jubilee, the program will make a publicly accessible website available with details of project commemorative events. To support this, Grant recipients will be required to submit at least 2 suitable photos of their commemorative event at the time of (or immediately after) their event, along with their location and key event details. Instructions on how to submit these will be provided in the document, 'Protocols for commemorative and tree planting events', available at business.gov.au.

11.2.3. Good news stories

Grant recipients will be encouraged to share short updates, project photos and achievements with us during the implementation of their projects. This will assist us with promoting Jubilee celebrations and the program's achievements with the broader public.

11.2.4. End of project report

When you complete the project, you must submit an end of project report. Unless otherwise agreed by the department, end of project reports must:

- be provided in the format and using the program system(s) specified by the department
- include the agreed evidence as specified in the grant agreement
- satisfactorily report on achievements against the agreed activities, including the quantities of project outputs delivered²⁶
- provide the photographic evidence specified in section 11.2.1 (if not previously provided)
- provide geospatial data on the location of the project
- identify the total eligible expenditure incurred for the project
- identify the amount of the grant remaining unspent (if any)
- include a declaration that the grant money was spent in accordance with the grant agreement
- be submitted by the report due date.

11.2.5. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project, and/or to provide photographs of your project activities and impacts.

²⁶ Measures for outputs are indicated in the grant agreement, such as the number of trees planted.

11.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

11.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

11.5. Record keeping

You must keep adequate records of your project activities and expenditure, including accounting for the receipt and use of the grant money. We may inspect the records you are required to keep under the grant agreement.

11.6. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- extending the timeframe for completing the project but within the maximum time period allowed under the program
- changing project activities or locations.

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

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
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department and Commonwealth
- availability of program funds
- the impact on the administration of the program.

11.7. Evaluation

The Department of Agriculture, Water and the Environment will evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after the end of the program for more information to assist with this evaluation.

11.8. Grant acknowledgement

If you make a public statement about a project funded under the program, including at public project-related events, you must acknowledge the grant. You must also acknowledge the grant in all materials, publications, websites, social media and signage related to grants under the program.

The form of the grant acknowledgment is to be in accord with the program's funding recognition guidelines available at business.gov.au. Further information and advice on funding recognition can be obtained by contacting us on 13 28 46.

12. Probit

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)²⁷](#) of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy²⁸](#) on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1, or
- personal information as per 12.2.3,

²⁷ <https://www.legislation.gov.au/Details/C2019C00057>

²⁸ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

12.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

12.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)²⁹ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

12.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

12.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Finance Officer
Corporate and Digital Division
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)³⁰ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

²⁹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

³⁰ <http://www.ombudsman.gov.au/>

13. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.5
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<u>GrantConnect</u>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The relevant Commonwealth Minister.

Term	Definition
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ul style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the Department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and <p>the potential grantee's relevant experience and performance history.</p>