

*International Coral Reef Initiative (ICRI)*

# Grants Program

**Applicant Guidelines  
2012-13**

**Applications close midnight EST\*, Sunday 20 May 2012**

\*Eastern Standard Time, Australia (UTC/GMT +10 hours)

## *International Coral Reef Initiative*

# ICRI Grants Program

Applicant Guidelines  
2012-13

These guidelines outline the requirements and application process for governments, non-government organisations (NGOs) and other community groups in eligible countries<sup>1</sup> with coral reefs, to apply for funding from the International Coral Reef Initiative (ICRI) Secretariat under the 2012-13 ICRI Grants Program.

***Grants up to 10,000 AUD will be awarded to proponents engaged in activities aimed at protecting and preserving coral reefs and/or related ecosystems.***

***Application close midnight (EST\*) Sunday 20 May 2012.***

Submit the application form electronically by emailing:  
[icri@gbmpa.gov.au](mailto:icri@gbmpa.gov.au)

## LATE APPLICATIONS WILL NOT BE ACCEPTED

For further information, please visit the ICRI website at [www.icriforum.org](http://www.icriforum.org).

***Note: These guidelines are not intended to create legally binding rights or obligations.***

*\*Eastern Standard Time, Australia (UTC/GMT +10 hours)*

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<sup>1</sup> 'Eligible countries' means countries listed on the Development Cooperation Directorate (DCD-DAC) List of Official Development Aid (ODA) Recipients effective 1 January 2012.

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## PART 1 – About the ICRI Grants Program

The International Coral Reef Initiative (ICRI) is an informal partnership among governments, international organisations and non-government organisations. It strives to preserve coral reefs and related ecosystems around the world by implementing Chapter 17 of Agenda 21, which was adopted by the international community at the Rio Earth Summit in 1992 and calls for the protection and rational use of oceans, seas and coastal areas. The initiative contributes to raising awareness on the importance of and threats to coral reefs and related ecosystems, recognising that they are facing serious degradation mainly due to anthropogenic stresses.

The Australian Government, through the Great Barrier Reef Marine Park Authority (GBRMPA), is hosting the International Coral Reef Initiative (ICRI) for the 2012-13 biennium in partnership with the Government of Belize.

The ICRI Grants Program is funded by the ICRI Secretariat via GBRMPA/AusAID to support communities in eligible countries involved in the protection and conservation of coral reefs and/or related ecosystems.

### 1.1 How much funding can be applied for?

A payment of up to 10,000 AUD will be awarded to three successful applications. In the event of the three applicants not requiring the total 10,000 AUD then the surplus money will be awarded to the next highest ranked applicant.

### 1.2 What are the priority areas that projects should address?

Projects must focus on coral reefs and align with one or more of ICRI 'Call to Action' priority areas of:

- Coastal Management
- Capacity building
- Monitoring
- Review and assessment of current protection and/or management.

Activities should demonstrate good value for money.

### 1.3 What are the objectives of the Program?

The ICRI Grants Program is designed to encourage governments, non-government organisations (NGOs) and community groups to undertake projects that result in better protection and management of coral reefs and related ecosystems.

Projects which aim to engage or support communities to preserve locally-managed marine areas against a reasonable budget will be favourably considered.

## PART 2 – Eligibility

### 2.1 Who are the ICRI grants targeted at?

Grants under the ICRI Grants Program are targeted towards governments, NGOs and community groups in eligible countries with coral reefs in tropical and sub-tropical regions. Check the eligibility criteria (Section 2.2 below) before applying to ensure you are eligible for funding. Community groups who are not legal entities at the closing date for applications must be sponsored by a legal entity (such as a local government, peak industry body or non-government organisation) who may apply on their behalf. The legal entity will be legally responsible for meeting the contractual obligations of the grant. If your community group seeks sponsorship by a legal entity, your application must demonstrate that the project is driven by your community.

## 2.2 Who can apply for an ICRI grant?

To be eligible, applicants must:

1. be a legal entity, for instance:
  - a) an incorporated association
  - b) a body corporate
  - c) a company
  - d) a cooperative society
  - e) a registered entity having singular legal status in its country of origin.

Individuals who are not part of an organisation cannot apply.

***\*\* If the community group or organisation is not a legal entity, application for funding may be made via a sponsoring organisation that is a legal entity. The sponsoring organisation will be responsible for the administration, management and reporting on the grant. Only seek a sponsor if your community group or organisation is not a legal entity. Remember that if your sponsoring organisation is applying on behalf of a community group, you will need to demonstrate community ownership for the project.***

2. be based in an eligible country, defined as a country listed on the Development Cooperation Directorate (DCD-DAC) List of Official Development Aid (ODA) Recipients effective 1 January 2012.

## 2.3 Sponsoring organisations

The following organisations can apply for an ICRI grant on behalf of a community group as a sponsoring organisation (i.e. if the community group that is applying is not a legal entity and is the one who has initiated the project).

- Non-government organisations (NGOs), peak industry groups or umbrella bodies
- Regional or local government
- Educational institutions.

## 2.4 What specific eligibility criteria must projects address?

To be eligible, a project must meet all of the following criteria:

1. Project activities must contribute to meeting one or more of the ICRI 'Call to Action' priority areas listed in Section 1.2.
2. The applicant must be a legal entity and can be a community group, a government, an NGO, an educational institution, or, if not a legal entity, a community group applying through an authorised sponsor.
3. The applicant must be based in an eligible country as defined in Section 2.2.
4. Grants must not exceed 10,000 AUD.
5. Only projects that will be completed by 30 June 2013 are eligible for funding.

## 2.5 What are some examples of project activities that are ELIGIBLE for funding?

Some examples of the types of projects eligible for ICRI grants include:

- Community projects demonstrating leadership in governance of coral reef management
- Projects aimed at helping communities evaluate management effectiveness of coral reef protection and/or management measures
- Projects that help communities mitigate pressure on local reef systems
- Projects that enhance communication and networks between reef-dependent communities
- Monitoring activities (including seagrass monitoring, monitoring of species such as turtles, rays or dolphins, biodiversity monitoring etc.)

- Educational activities and those activities that raise community awareness
- Coastal and wetland rehabilitation and maintenance.

## 2.6 What are some examples of project activities that WILL NOT be funded?

Funding under the 2012-13 ICRI Grants Program cannot be used for:

- Financial profit
- Funding other parties or granting to another entity
- Activities which are considered an individual's, group's, or government's responsibility for sustainable management of resources under their control (e.g. activities specified in council by laws or regulation)
- Labour supplied by the applicant other than for project coordination, management and administration
- Administration costs incurred when applying for funding
- Activities where the major purpose is to beautify or improve amenity
- Activities designed to raise revenue
- Activities that indicate project outcomes not in line with ICRI 'Call to Action' priority areas.

*Note: Items that were not budgeted in the original application will not be funded. Applicants must consider all aspects of their project and ensure they include all relevant costs within their application. Additional funds are not available to meet costs which may have increased after the application was submitted.*

## PART 3 – How to apply for funding

### 3.1 Application process

Applicants must submit an ICRI Grant Application Form detailing a proposed activity. Projects must be submitted using the 2012-13 ICRI Grants Program Application Form. All sections of the form need to be completed and applications must be submitted by midnight (Australian Eastern Standard Time, which is UTC/GMT + 10hrs) on 20 May 2012.

All completed application forms and any supplementary information will be reviewed by an assessment panel against assessment criteria listed in Section 5.1. The assessment panel may request further information during this stage.

Important dates for the 2012-13 ICRI Grants Program are:

<b>Call for projects</b>	<b>10 April 2012</b>
<b>Closing date for applications</b>	<b>20 May 2012</b>
<b>Notification of successful recipients</b>	<b>19 July 2012</b>
<b>Project end date</b>	<b>30 June 2013</b>

The application form is to be submitted electronically to [icri@gbmpa.gov.au](mailto:icri@gbmpa.gov.au) by midnight on 20 May 2012. Please keep a photocopy of the application for our records.

For further information please visit the ICRI website at [www.icriforum.org](http://www.icriforum.org) or email [icri@gbmpa.gov.au](mailto:icri@gbmpa.gov.au).

**NO EXTENSION OF TIME FOR WILL BE CONSIDERED  
LATE APPLICATIONS WILL NOT BE ACCEPTED**

## 3.2 Preparing the application

The 2012-13 ICRI Grants Program Application Form can be found on the ICRI website at [www.icriforum.org](http://www.icriforum.org). If applicants do not have access to the internet or a computer, they can request an application package from the ICRI Secretariat by calling +617 4750 0613.

Applicants are required to submit the completed application form in English (although French or Spanish will also be accepted if the applicants' proficiency in English is a deterrent to them applying) and ensure they address all of the criteria in Section 5.1 of these Applicant Guidelines. Supplementary information (e.g. letters of support from stakeholders) is encouraged and will be considered by the assessment panel.

In order to give the application the best possible chance for success, please check the following:

- The applicant should be the owner of the bank account into which the grant (if successful) will be paid. The applicant (which can be a sponsoring organisation) will be required to enter into a funding agreement with the Commonwealth of Australia (represented by the GBRMPA) and will be legally responsible for the proper acquittal of any funds awarded. Persons signing the application and funding acceptance forms must be duly authorised to do so by their group or organisation.
- The start date for the project should take into account project preparation time.
- The end date for the project should be before or on 30 June 2013.
- Decisions are based on information provided in your application - ensure that your application is clear, comprehensive and concise.

The assessment of applications to the ICRI Grants Program is a competitive process based on merit. Assessors need all of the information in the application form to be completed to ensure projects can be compared equally. To be competitive for funding, every question in the application form must be answered; otherwise your application may be considered ineligible.

## PART 4 – Filling out the application form

There are 10 sections in the ICRI Grants Program Application Form. The following detailed information will provide assistance with completing the form.

### Section 1: Applicant (OR applicant's sponsor) Organisation details

#### 1.1 – Who is the Applicant?

The applicant is either the organisation that is a legal entity or the sponsoring organisation. If the applicant is not a legal entity, agreement of a legal entity to act as a sponsoring organisation must be in place in order for the application to be considered.

#### 1.2 – Name of the Applicant

Insert name of Applicant here (i.e. applicant name AND sponsoring organisation name if relevant). The legal name is the name that appears on official documents and legal papers, such as your organisation's certificate of incorporation.



## 1.4 – Entity Type

You should specify the relevant entity type, which can be one the following:

- a) an incorporated association
- b) a body corporate
- c) a company
- d) a cooperative society
- e) a registered entity having singular legal status in its country of origin.

## 1.5 – Incorporation number details

Provide your organisation's incorporation number and date of incorporation and/or any official document showing incorporation details.

## Section 2: Contact Person Details

Please provide the details of the best person that can be contacted throughout the life of the project. The ICRI Secretariat will use the details provided in this section to contact the applicant if necessary. In this section, you must also provide at least one alternative phone number – an afterhours landline for example, to allow for time differences between Australia and your country.

## Section 3: Authorised Person Details

Please complete the authorised person details on page 3 of the application form. This is the person/s that are authorised to sign a Deed with the Australian Government on behalf of the applicant. This may be the same as the 'contact person' in Section 2 or it may be someone else within the organisation (e.g. Board member, Chair etc.). If the authorised person/s is the same as the person in Section 2, mark 'Yes' and move on to Section 4. If the authorised person/s is different, fill in the contact details for the authorised person/s.

## Section 4: Complementary funding

- 4.1** Please indicate what other funding has been provided for the project for which you are applying for an ICRI grant, if any. This can include funding from international bodies, governments, philanthropic or non government organisations.
- 4.2** Please indicate if the project has been submitted to other funding programs. This will also need to be declared in section 10 of the Application form.

## Section 5: Project Proposal

Please complete the project plan details as below.

- 5.1** Provide a project title for the project. Provide a brief project summary that is clear and describes what the project is going to achieve. If your project is successful, the project title and summary will be used in public announcements and on the ICRI website.
- 5.2** Describe the project and the methods used to undertake the project. This should also include a description of how your organisation will engage with people or other groups. These activities will form the basis of milestones that will need to be reported on if the project is successful.
- 5.3** Identify how you will manage your project and how you will implement your activities, including key steps in the project. Please note projects must be completed by 30 June 2013.



## Section 6: Project Location and Evidence of project authorisation and support

Please complete the project location details including:

- 6.1 The location of the project
- 6.2 Nearest town – state the nearest town to this location (if project is not already in a town)
- 6.3 Written authorisation/s and/or letters of support for your project. Include any arrangements in place that authorise your project to be undertaken in the proposed area.

## Section 7: Community Engagement

Please complete the community engagement details on page 6 of the application form to include:

- 7.1 How many members of the community will participate? Provide an estimate of the number of people that will participate in the project.
- 7.2 How will the project be communicated to other members of the community?
- 7.3 How many other organisations will the group need to be engaged with to deliver the project?

## Section 8: Alignment with ICRI priority areas

Please complete the details on page 7 of the application form. This demonstrates what priority area/s your project is focused on.

## Section 9: Project Budget

Please complete the project budget details on page 7 of the application form. Include each budget item and then the total cost for your budget. The total cost of the project should not exceed 10,000 AUD including auditing costs (currency converter can be found at [www.currencyconverter.com.au](http://www.currencyconverter.com.au)).

## Section 10: Declarations

The authorised person/s must declare they agree (by ticking the box provided) with all of the statements.

NOTE – The authorised person/s will need to agree to all statements to submit this project. When a project is submitted, an authorised person/s must sign the declaration. Unsigned applications will not be eligible for processing.

# PART 5 – How will applications be assessed?

## 5.1 Assessment criteria

Applications will be assessed for eligibility in the first instance (see section 2.5 for details). If an application is deemed eligible, it will undergo a merit-based assessment. The ICRI secretariat has established an assessment panel of three members to assess all eligible applications received for the 2012-13 ICRI Grants Program. The Assessment Panel will be comprised of three assessors. Two of these assessors will represent the ICRI Secretariat (one from Australia/GBRMPA, the other from Belize), and the third one will be from the Australian Government; the GBRMPA assessor will chair the Panel. All merit assessors will be required to demonstrate impartiality and equitable treatment of all applicants. Assessors will need to abide by the Conflict of Interest Guidelines and Procedures developed for this purpose and will be required to sign a conflict of interest declaration form. Where conflict between an applicant and a panel member's personal or private interests is identified, the Assessment Panel Secretariat will report the conflict as soon as possible

to ensure the assessment process remains fair and transparent. In the event that a demonstrable conflict of interest occurs, the proposal may be reassigned to another assessor.

The assessment panel will make decisions using the following criteria:

**1. The project MUST be related to the protection and management of coral reefs and related ecosystems and align with ICRI 'Call to Action' priority areas listed in Section 1.2**

*Considerations: Proposals are required to be related to coral reef protection and management issues and address at least one of the following priority areas of:*

- i. Coastal Management*
- ii. Capacity building*
- iii. Monitoring*
- iv. Review and assessment of current protection and/or management.*

**2. Demonstrate the need for the project and potential benefits**

*Considerations:*

- *Why is this project a priority? Your project will be assessed on how well you can demonstrate the need for your project. You need to describe why your method is the best approach to achieving project objectives.*
- *What direct and measureable benefits will flow from the project and when?*

**3. Demonstrate the capacity of the organisation to deliver the project**

*Considerations:*

- *This criterion is based on your organisation's past activities, funding history and experience in successfully delivering projects. This provides the opportunity to detail your organisation's ability to deliver results and manage contractual obligations. Other things to mention in this section are whether there are any working groups already in place that can be used to assist with the delivery of the project.*

**4. Value for money of the project**

You will need to submit a project budget as part of your application.

*Considerations:*

- *Ensure the budget items are consistent with the activities proposed to be undertaken in the project.*
- *Administration, auditing and accounting costs should not be more than that is to be considered reasonable.*
- *Consider the broader community benefit derived from the project.*
- *Will the benefit to the community last a long time or only be of a 'one off' nature?*

**5. Written authorisation from stakeholders (a copy of the authorisation must be attached to the application form) which support and approve the project being performed in the proposed area (if relevant) and other forms of support (e.g. letters from the community, non-government organisations, politicians etc).**

*Considerations:*

- *Please identify if the authorised signatory is also the applicant.*

- *The authorisation should provide support for the project.*
- *Is any other group or individual able to provide support to the project? Ask for a letter of support and provide it with application. Some examples might be: local council, school, politician, community group.*

## 6. Community engagement

### Considerations:

- *Include the level of community engagement to be undertaken by the organisation in project activities; and the potential to raise awareness and enhance skills in the broader community.*
- *Describe who will be targeted and what communication avenues will be used (e.g. community meetings, community newsletters, radio, internet, email and television, photos, reports etc).*

## 7. The feasibility of the project

### Considerations:

- *Your project plan and project outcomes should be realistic and achievable within the ascribed budget and timeframes (you should also take into account issues such as amount of work to be undertaken, seasonality issues (e.g. wet season) etc).*
- *The budget should include all relevant items necessary for the successful completion of the project. The funds requested should reasonably reflect the activities proposed.*

## 5.2 Weighting of the assessment criteria

To ensure consistency in scoring applications, each criterion has been weighted. The maximum score a project can be awarded is 100 points (see breakdown in the table below). Each member of the assessment panel is required to evaluate each eligible application against each of the selection criteria.

Criteria	Description	Scoring
1	Alignment with priority areas	0 – 15
2	Demonstrated need for project	0 – 15
3	Organisation's capacity to deliver project	0 – 10
4	Value for money	0 – 15
5	Written authorisation/other letters of support	0 – 10
6	Community engagement	0 – 15
7	Feasibility of project	0 – 20

## 5.3 Final decisions

The information that is provided in the application will be used to assess the project. The applicant is entirely responsible for the accuracy of all information submitted. If inadequate, false or misleading information is knowingly provided, the project may be ruled ineligible.

Completed eligible applications will be scored and ranked against all other eligible applications received by the closing date. The applications that best align with the ICRI assessment criteria will be funded.

Once applications have been assessed, the GBRMPA will provide a brief to the Australian Minister for Sustainability, Environment, Water, Population and Communities or delegate, recommending the highest ranks projects for his approval. The Minister or delegate will then make the final decision on which applications are approved to receive funding.

## PART 6 – Receiving a grant if successful

### 6.1 What are the conditions of receiving a grant?

Successful grant recipients will be responsible for managing their project within agreed timelines (as stated in the application form). Recipients will also be responsible for monitoring, reporting and acquitting expenditure (see Section 6.2). For groups that are not legal entities, the organisation who has applied on behalf of the community group (the sponsor) is legally responsible for ensuring all contractual requirements are met.

Applicants should be aware that if they are successful, information about the grant will be published both on the GBRMPA and the ICRI websites.

Published information includes:

- Name of the successful applicant and/or sponsor receiving the grant
- Amount of funding received
- Term of the grant
- Summary of the project and funding allocation.

By submitting an application for funding under this Grants Program, the applicant consents to publication of the above information, if they are awarded funding.

All information in the application will be handled with sensitivity and in accordance with the Australian Government *Privacy Act 1988*. However, information may also be provided to other Commonwealth departments, government organisations, assessors, members of Parliament, the media and other stakeholders in Australia and in the Applicant's country of residence for the purposes of assessment, education and/or publicising the project.

All documents created or held by the ICRI secretariat with regard to the ICRI Grants Program are subject to the Australian Government *Freedom of Information Act 1982*. Unless a document falls under an exemption provision, it will be made available to the general public if requested under the *Freedom of Information Act 1982*.

It is expected that applicants will obtain all necessary planning approvals for their project, including the permission of the landowner or land manager for any project on private or public land.

### 6.2 What are the monitoring and reporting requirements?

The Australian Government places a high priority on monitoring and reporting for all grant programs.

The monitoring and reporting requirements for ICRI Grants Program are:

- Tracking of expenditure for acquittal
- A process to record project achievements
- A progress report on the project which outlines the activities that have been completed

- A final report on project outcomes and financial expenditure (when considering the presentation of the final report, it is strongly encouraged that photographs, quotes and video and/or voice recordings are included).
- The GBRMPA or the Australian Auditor-General or a representative may conduct audits of the performance of the recipient's obligations under the funding agreement. The recipient will need to fully cooperate with this audit.

### 6.3 How will projects be acquitted?

If successful, one of the most important obligations as a recipient of public monies is to report on the progress and outcomes of the project and acquit the funds received. Once the project has been completed, there will be a requirement to acquit the ICRI Grant funding that has been spent.

This will involve having a certified accountant, arranged by the applicant, examine grant recipients records and sign a certified statement that all funds have been expended in accordance with the funding agreement. There will also be a requirement to sign a statutory declaration confirming that all funds have been expended in accordance with the deed. Final acquittal must be provided within 60 days of the agreed completion date for the project. Cost associated with acquittals should be included in the project budget estimates.

### 6.4 Will I need to acknowledge ICRI?

Successful applicants will be required to acknowledge the ICRI grant administered by the ICRI secretariat via the GBRMPA, and funded by AusAID. The ICRI secretariat will provide the relevant logo to successful recipients so appropriate products can be branded accordingly.

### 6.5 What about contracts, payments and project commencement?

The ICRI secretariat will formally advise all successful applicants and sponsoring organisations in writing. Successful applicants will receive a deed that will need to be signed and returned. Any specified conditions of funding must be met before full payment for the project can be processed and the project commences.

**If the deed is not signed and returned by the date specified, the offer of funding may be withdrawn.**

The project must be completed by 30 June 2013.

## PART 7 – Unsuccessful and ineligible applications

The 2012-13 ICRI Grants Program has an established decision review and feedback process to ensure the process for awarding grants are fair and transparent.

Should an application prove unsuccessful, applicants have the opportunity to seek feedback from the ICRI Panel Secretariat about the application, including reasons why the application was unsuccessful.

If applicants that submitted an unsuccessful or ineligible application are not satisfied with the final decision, they must lodge a formal written request within 21 days of the announcement of the successful grant recipients (as published on GBRMPA & ICRI websites). All written requests for the review of a decision will be acknowledged in writing within two weeks of receipt. The ICRI Panel Secretariat will provide reasons for the decision.

## PART 8 – Further information

Should potential applicants have any questions regarding the 2012-13 ICRI Grants Program, please contact the ICRI Panel Secretariat by:

Post: Great Barrier Reef Marine Park Authority ICRI Grants Program 2-68 Flinders Street PO Box 1379 Townsville QLD 4810	Telephone: +617 4750 0613 Visit us at: <a href="http://www.icriforum.org">www.icriforum.org</a> Email: <a href="mailto:icri@gbrmpa.gov.au">icri@gbrmpa.gov.au</a>
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**Please do not submit additional documents after the closing date unless further information is requested as part of the assessment process.**

## ATTACHMENT A – DEFINITIONS

**Acquit**

To provide the financial detail that explains what money has been spent on.

**Authorised person**

The authorised person has permission from the proponent (whether it is a community group, NGO or government Department) to sign on their behalf.

**Funding Agreement**

*Also referred to as a Deed.*

A contractual agreement between the GBRMPA (as host of the ICRI secretariat) and the applicant.

**Legal Entity**

An organisation which is legally permitted to enter into a contract, and could be accountable if it fails to meet its contractual obligations. A legal entity can be, for instance:

- a) an incorporated association
- b) a body corporate
- c) a company
- d) a cooperative society
- e) a registered entity having singular legal status in its country of origin.

**Sponsoring organisation**

A sponsoring organisation is a legal entity that community groups can use to apply for a grant. The sponsor can be responsible for the administration, management and reporting on the grant.