# TRANSCRIPT – C+B How to Apply

Welcome to Carbon + Biodiversity Pilot round two application portal. In this short video we will step through the process of submitting your application. Before you start your application, it is important to review several important documents relating to the pilot. Visit the Department of Agriculture, Water and the Environment’s website at [www.awe.gov.au](http://www.awe.gov.au) and head to the Carbon + Biodiversity homepage.

The key documents to read are the Carbon + Biodiversity round two guidelines, the Pricing Guide, the Planting Protocol for your particular planting region, and the Application Guide -which complements this video. You will also find other useful information about the Emissions Reduction Fund as well as case studies and frequently asked questions. This video assumes that you have read and understand these documents, and you are ready to prepare and submit your application. You do not need to know where you would like to place your plantings before this point. The portal contains tools to help you make the most out of your project. You can access the application portal for the pilot on the new National Stewardship Trading Platform, which can be found at [www.agsteward.com.au](http://www.agsteward.com.au).

When you first visit the platform, you'll need to register. Click the blue button in the top right of the page and follow the instructions to create your account. Or, if you’re already registered, click login also in the top right. This is not only required to apply but ensures you can save progress on your application.

Once we have registered or logged in, we can click on ‘Programs’ at the top of the page, then scroll down and click on ‘Plan Project’ under the Carbon + symbol. Now we're ready to start exploring potential locations for our plantings. The first thing we see is some information on how to change a project type, and how to draw, edit or delete project areas. As well as download, save, or complete our application. Firstly, we’ll title our application – this is particularly useful if we end up preparing and/or submitting more than one application. We’ll call this one ‘My C+B project’.

Underneath that, we can see that we’re creating a project under the Carbon + Biodiversity Pilot. We could change this to another program if that was relevant, but in this demonstration, we're only interested in the C + B Pilot. The space underneath is where the sum area in hectares and the estimated total tones for CO2 stored will display once we create some project areas. And underneath that, you'll see those numbers broken up by each separate planting area if we have multiple. On the right-hand side of the screen are some spatial data layers that we can turn on and off. For this program, we will turn on the top layer only. This layer shows a map of the areas that are likely to be ineligible under the Emissions Reduction Fund based on their forest [cover] history. Clicking on the information icon displays more details about this layer including a reminder that the layer is not definitive and should only be used as a guide in deciding where to place your project areas.

Now let's find our property, either by scrolling on the mouse wheel to zoom in and out, or using the zoom in and out buttons, or alternatively by searching our address or nearby landmark in the search bar at the top of the window. Once you’ve located our property it's time to define our project areas.

To begin, we click on the pen icon in the top left corner of the map and follow the instructions and click on the map to start drawing a boundary of our first area. Clicking each time, we want to change direction. Don't worry about getting it too perfect at this point, we can easily come back later and edit the boundary. When we finish with that shape, we click back on the first point to complete. Now we can see a total amount of hectares of the area we’ve drawn, as well as an estimate of the percent eligible area and also the total estimated CO2 sequestered over 25 years. From here we can edit that original shape by clicking anywhere inside the boundary and dragging the markers then clicking the green tick when we’re done. We can see that the area numbers and the total estimated CO2 adjust accordingly.

We can also delete that area by again clicking anywhere inside the boundary and clicking the bin icon. If we want to add another area, we again click on the pen shape and repeat the process. Click back on the starting point and there we can see that new area is added below. For now, we’ll stick with one planting area and now we’re happy with that we can click ‘Apply now’ and proceed to the next step.

On this page we first need to provide some personal details and answer a few simple questions in relation to the application. Notice that the planting area information is kept on the right end side of the screen. This information will be updated as we progress through the application. Including the establishment costs which we will provide in the next step. There's also a downloadable file which shows the cumulative and year by year estimated carbon sequestration figures, which you can use in your decision making. Also, at any stage we can go back in add, delete or edit planting areas by clicking on ‘back to map’ at the top of the screen. To complete this page we provide our name, ABN and preferred contact details. Providing secondary contact details helps us to get hold of you more quickly if we need to discuss your application with you. Provide the address of the project area and postal details, then answer a few brief questions. The first of these asking us to confirm that we agree to undertake to act with utmost good faith and checking whether we own, lease or have exclusive native title rights over the land. Noting the additional requirements for leaseholders. Lastly, we select 25-year or 100-year permanence period for our project. You’re encouraged to review the program guidelines to understand this choice but remember you can come back any time before you submit your application and change this or any other part.

We now click ‘next’ and proceed to the planting area page where we enter details of our project. The first thing we see here is further explanation of the eligible area estimate and a reminder of when to include GST into your costings. The information we now provide is repeated at each of our planting areas where we have more than one. This heading tells us which planting area we're working on at the time. Firstly, we provide the number of mature native trees. Followed by the estimated proportion of the planting area that is covered by different types of ground cover. Making sure that there is a number in each field, even if it's zero, and the total equals 100 per cent. Next, we select whether we want to establish a local vegetation community planting or a simple mixed native planting.

Please re-visit the program guidelines for a reminder for the difference between these planting types. We then choose whether or not we are going to undertake weed control as part of site preparation.

And if we select ‘yes’ to the weed control technique, the area treated, the number of treatments and the total cost. Remember to place zero in any of the techniques you aren't using otherwise you might be sent back to this part of the application before you can progress further. After this, we choose the planting technique - either tubestock planting or direct seeding, or a combination of both. And specify the area planted, the number of seedlings, or kilograms of seeds and the total cost. Below that is space to provide labour and other costs for planting. Again, place zeros against any fields that don't apply. We select our soil preparation method - either manual digging or mechanical (such as ripping or discing). And for each the area and estimated cost. We also state whether we're going to protect the plantings with either fencing or tree guards. And depending on which we select we then need to provide details on the materials and the costs. In this case we select fencing and then we input the length of fencing, number of strainer assemblies and gates, as well as any other related costs. Also, space is provided to identify any labour and installation costs - remember to include GST if applicable. Next, we list the management activities we will undertake in the area. Be it weed control, pest control and/or watering.

If we are planning to undertake pest control and/or weed control, we need to provide the number of hours of weeding we’ll need to undertake in each of the first three years. And in the remaining years of the contract, as well as the cost per hour. If we select watering, we just need to provide annual costs for the first three year. Lastly, we might need to provide any freight costs associated with the delivery of materials to the site. Noting, that the distance should be the total of all combined kilometres for freight. We now click ‘next’ to go to the final step and submit our application.

On this final page we can see the sum of establishment costs we’ve provided, and on the right side of the screen this is broken down by planting area if we had multiple. We now have an opportunity to submit a bid price. Please review the guidelines and the information provided here, to determine whether you wish to supply bid price. Leave this blank if you choose not to submit a bid. We are now asked to consent to the collection use and disclosure of the personal information we’ve provided. And as a last step, we can include any additional comments for our application, including information on any in kind contributions related to the project. At this point we can click previous to review information on the earlier pages or click ‘back to map’ to revisit and revise our planting areas. We can also click ‘save’ if we wish to revisit the application and submit a later date. Or, if we are ready to submit, we can go ahead and click the blue ‘submit’ button at the bottom of the page.

This is a pop-up to remind us that we are about to submit the application and that we will not be able to modify the application after that point. If we’re happy we click ‘OK’.

Finally, we receive confirmation that our application has been successfully submitted and that an

That concludes this video, remember if you have any questions regarding the pilot or the application process you can contact the Department at agstewardship@awe.gov.au.

Good luck with your application.