



Australian Government
Department of Agriculture
and Water Resources

Control Tools and Technologies for Established Pest Animals and Weeds Programme

Grant guidelines

October 2016



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Cataloguing data

This publication (and any material sourced from it) should be attributed as Department of Agriculture and Water Resources 2016, *Control Tools and Technologies for Established Pest Animals and Weeds Programme: grant guidelines*, Canberra. CC BY 3.0.

Internet

Control Tools and Technologies for Established Pest Animals and Weeds Programme: grant programme guidelines is available at www.agriculture.gov.au/control-pest-animals-weeds-grants.

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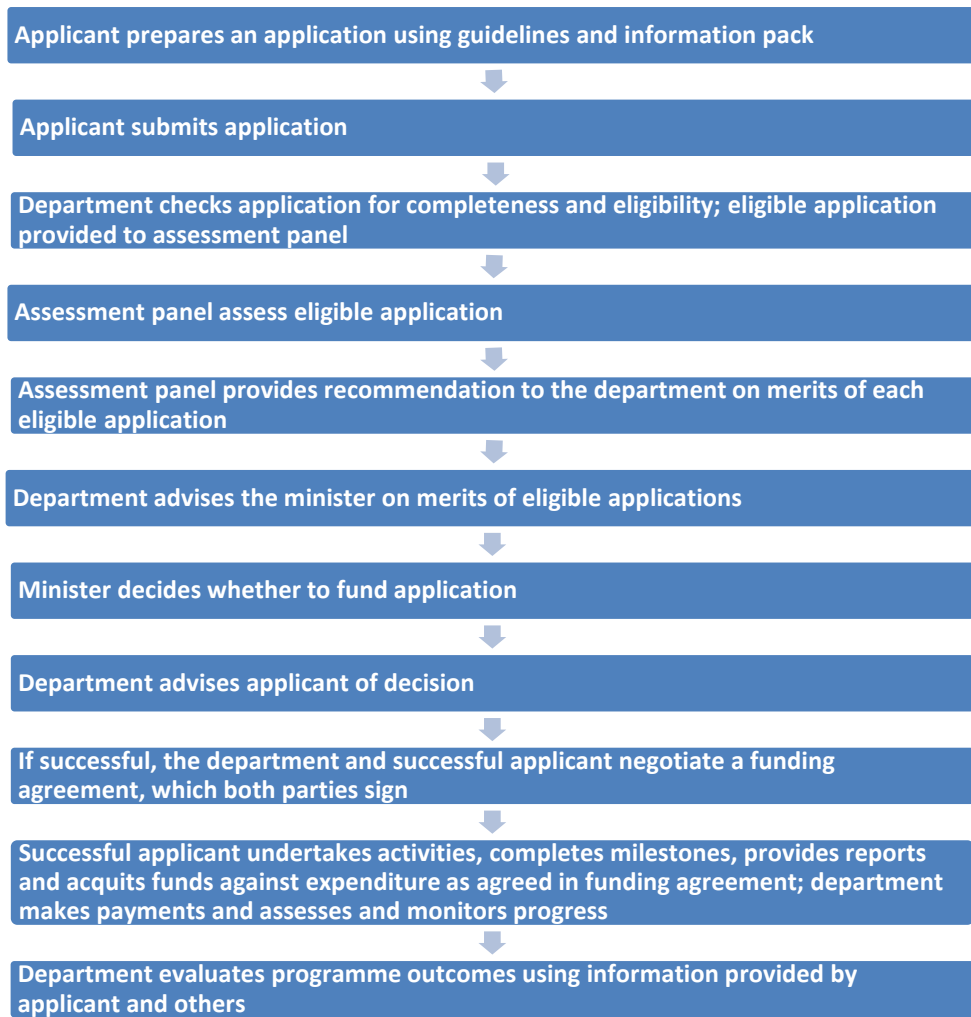
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Figure 1 Competitive grant programme process flowchart



1 Programme overview

These guidelines set out information about the Control Tools and Technologies for Established Pest Animals and Weeds Programme for competitive grants. The programme has been allocated up to \$20 million to deliver a component of the \$50 million *Established Pest Animals and Weeds* initiative under the Australian Government's [Agricultural Competitiveness White Paper](#), the government's plan for stronger farmers and a stronger economy.

The purpose of the programme is to fund projects that develop new or improved control tools and technologies to manage established pest animals (excluding invertebrates) and weeds that are not native to Australia or a particular part of Australia (alien species), including feral animals. The terms 'develop', 'new', 'improved', 'established', 'pest animals', 'weeds', and 'feral animals' are as defined in the [Glossary](#). These guidelines set out the relevant information to guide applicants when making an application for a grant under the programme.

Funding through the programme is anticipated to be made available over multiple funding rounds. The first funding round will be opened in 2016–17 for approximately \$10 million. Additional funding rounds for competitive grants and/or targeted grants may be used to fill any identified gaps at a later time.

Pest animals and weeds can negatively impact Australian ecosystems by destroying natural habitats and threatening native animals and plants. They can also affect agricultural productivity and profitability. In 2009, pest animals cost Australia an estimated \$620 million a year in production losses. Weeds cost the Australian economy around \$4 billion a year in control costs and production losses.

The Australian Government supports the management and control of pest animals and weeds to assist in meeting its obligations as a party to the international Convention on Biological Diversity. Article 8(h) of the international Convention on Biological Diversity requires each party to, as far as possible and as appropriate, to prevent the introduction of, control or eradicate those alien species which threaten ecosystems, habitats or species.

Funding under the programme will focus on developing new or improved control tools and technologies to manage established pest animals and weeds that threaten Australian ecosystems, habitats or native species, and that also reduce Australian agricultural productivity and profitability, excluding in fisheries and forestry sectors. The terms 'fisheries sector' and 'forestry sector' are as defined in the [Glossary](#).

The programme's aim is to deliver on the Australian Government's vision under the Agricultural Competitiveness White Paper to build a more profitable, resilient and sustainable agricultural sector to help drive a stronger Australian economy, and to meet Australian Government's obligations under the international Convention on Biological Diversity, by reducing the negative impact of pest animals and weeds. The programme will facilitate the development of new or improved control tools and technologies to increase the capacity of end users, such as farmers, land managers, landholders, land users, and industry and community groups, to deal with the threats of established pest animals and weeds.

2 Programme objectives

The objective of the programme is to provide an opportunity to develop new or improved tools and technologies to control established pest animals (excluding invertebrates) and weeds that are not native to Australia or a particular part of Australia, and that:

- pose a threat to ecosystems, habitats or native species in their natural surroundings in Australia
- have a national impact on reducing Australian agricultural productivity and profitability, excluding the fisheries and forestry sectors.

The outcome for the programme is to increase access to new or improved control tools and technologies that can be adopted by end users in Australia, particularly farmers and land managers, to manage established pest animals and weeds that have a national impact.

The terms 'develop', 'new', 'improved', 'established', 'pest animals', 'weeds', 'native species in their natural surroundings', 'national impact', 'fisheries sector' and 'forestry sector' are as defined in the [Glossary](#).

3 Programme evaluation

The Department of Agriculture and Water Resources will monitor administration of the programme and grant applications as part of its grants management process. It will implement improvements and efficiencies as identified.

The department will undertake a short mid-term review between late 2016–17 and early 2017–18 to assess the grant application process and outcomes. This review will inform whether there are any improvements that can be implemented and to identify any gaps for funding.

An evaluation of the programme will be undertaken at its conclusion in 2019. This will measure programme performance against outcomes and objectives, and assess whether the projects and associated activities funded under the programme contribute to the development of new and improved control tools and technologies to manage established pest animals and weeds.

Successful applicants will be provided with a reporting template. This will assist successful applicants provide consistent information to facilitate evaluation across funded projects and of the overall programme.

The department will also use the programme evaluation to help identify future research and development gaps and needs.

4 How the grant programme will operate

See Figure 1 for the programme process.

The programme will call for grant applications that will be assessed under a competitive, merit-based process during 2016–17. Funding of approximately \$10 million is expected to be available for the 2016–17 funding round to fund projects across multiple years, from 2016–17 to 2018–2019. Applications are invited for projects that are of a reasonable scale, preferably seeking funding over \$200 000 per grant. Cash and/or in kind investment from applicants and partner(s) will also be looked upon favourably. There are no restrictions on how many project proposals an applicant may submit. However, a separate application must be provided for each proposed project seeking to develop a control tool or technology.

The department recognises that control tools and technologies can take many years to develop. For this reason, some projects that propose to extend beyond June 2019 may be considered for eligible applicants. However, the applicants will have to demonstrate their ability to deliver on intended early outcomes of the project, which contribute to progressing the development of the proposed control tool or technology, before the end of the programme on 30 June 2019. Each project will be assessed on the benefits of extension beyond June 2019, against any potential risks, on a case by case basis. This includes if there is evidence of an ongoing funding commitment from the applicant and/or project partners after 2018–19. For these types of projects, the department will reach an agreement with successful applicants on how the project progress will be monitored beyond June 2019 and include this in the grant agreement.

Grant applications will be assessed through a competitive merit-based process based on eligibility requirements and assessment criteria. Successful applicants will receive milestone payments in accordance with the grant agreement. They will be required to provide project progress and final reports to the department, as per the grant agreement.

A further competitive and/or targeted round of the programme is expected to be available at a later time.

5 Programme dates

Key dates for the grant programme are set out in Table 1.

Table 1 Programme dates

Milestone	Anticipated date
Applications open	October 2016
Applications close	January 2017
Assessment of applications	February–March 2017
Grant agreement signed by all parties and initial payment made	May–June 2017
Grant programme ends	June 2019

6 Who is eligible to apply for funding

To be eligible to apply for funding, the applicant must be in one of these categories:

1. An Australian company or organisation with a valid Australian Business Number (ABN) or Australian Company Number (ACN), capable of entering into a legally binding and enforceable deed with the Commonwealth. Non-corporate Commonwealth entities and the Australian Pesticides and Veterinary Medicines Authority are not eligible to apply. It is envisaged that the companies or organisations should have a demonstrated research and development capability. This will be assessed as part of the [assessment criterion](#) for the applicant's and project team's capability, and capacity to deliver. For example, these companies or organisation may be eligible:
 - a. research and development corporations
 - b. primary industry organisations
 - c. state, territory or local government department and agencies
 - d. corporate Commonwealth entities

- e. tertiary education institutions such as universities
 - f. research agencies or organisations, including cooperative research centres
2. An Australian resident with a valid Australian Tax File Number (TFN) who is applying with an eligible Australian company or organisation specified under applicant category 1, as a confirmed primary project partner. The primary project partner's cash or in-kind contribution is required and is expected to contribute to the delivery of the project. The extent that the contribution will add value to the delivery of the project will be considered as part of the [assessment criterion](#) for project budget and value for money. A copy of the written confirmation from the primary partner on its contribution should be provided with the application. An applicant will also be required to provide evidence that he or she is an Australian resident, if successful for funding.

A Commonwealth employee (including a non-Australian Public Service Commonwealth employee engaged by a corporate Commonwealth entity or non-corporate Commonwealth entity), or state or territory government employee is not eligible to apply as an individual specified under applicant category 2. However, an employee (including a non-Australian Public Service employee) of a corporate Commonwealth entity can be a representative of an eligible company or organisation specified under applicant category 1.

Partnership is not mandatory if the applicant is an eligible company or organisation specified under applicant category 1. However, an eligible company or organisation specified under applicant category 1 may partner with one or more companies, businesses, organisations or individuals in Australia or outside Australia.

An applicant who is an eligible Australian resident specified under applicant category 2 may also include other partner(s), in addition to the required primary project partner specified under applicant category 1. The additional partner(s) can be companies, businesses, organisations or individuals in Australia or outside Australia.

Partnerships are highly encouraged where they add value to the delivery of the project, for example, by enabling large scale or cross-sectoral activities, or broadening the scope of activities. Applications that demonstrate a collaborative approach that adds value to the delivery of the projects will score higher against the assessment criteria.

The applicant must have the agreement of the other project partners to submit the application, including agreement to partners' roles and responsibilities and any confirmed cash and/or in-kind contributions committed to the project. The applicant may be requested to provide copies of written confirmation from each project partner to verify their commitment to the project during the assessment of the application. If this information is not available when requested, it may affect the assessment of the application.

Successful applicants will enter into a grant agreement with the department and be responsible for complying with the grant agreement.

An applicant may submit multiple applications, and can be a named project partner in multiple applications.

7 What qualifies for funding

7.1 Eligible projects

To be eligible, a project proposal must address all of the following to progress to the assessment stage:

1. seek to develop a new or improved control tool or technology to manage one or more established pest animal(s) (excluding invertebrates) and/or weed(s) that is/are not native to Australia or a particular part of Australia, and that
 - a. pose(s) a threat to ecosystem(s), habitat(s) or native species in their natural surroundings in Australia, and
 - b. has/have a national impact on reducing Australian agricultural productivity and profitability, excluding fisheries and forestry sectors
2. the proposed control tool or technology must belong in one of these categories
 - a. Chemical—chemicals (such as pesticides, herbicides and poisons) to control established pest animals (excluding invertebrates) or weeds, and changes or extensions to chemical usage patterns and associated delivery systems (such as baits or lethal trap devices)
 - b. Biological—biological control agents (such as viruses, insects and fungi) to control established pest animals (excluding invertebrates) or weeds
 - c. Physical—mechanical devices or technologies (such as traps) to control established pest animals (excluding invertebrates) or weeds.

The terms ‘develop’, ‘new’, ‘improved’, ‘established’, ‘pest animals’, ‘weeds’, ‘native species in their natural surroundings’, ‘national impact’, ‘fisheries sector’ and ‘forestry sector’ are as defined in the [Glossary](#).

7.2 Ineligible projects

Projects will be deemed ineligible if they:

- propose control tools or technologies that do not meet all of the eligibility requirements under [Eligible projects](#)
- propose to manage a pest animal that is an invertebrate (for example, ants, fruit flies etc.).

7.3 Eligible expenses

Only costs that are directly incurred in carrying out the project are eligible for funding. Examples of eligible expenses include:

- costs to commission studies and/or trials
- laboratory or field work costs
- data analysis
- travel where it is directly related to carrying out the project
- costs to develop and submit regulatory application materials for the control tool or technology proposed in the application (such as fees associated with approval of biological control tools by the Australian Pesticides and Veterinary Medicines Authority)
- project administration costs (such as phone or internet bills, costs associated with preparing programme evaluation reports and other legally required documents) of no more than 10 per cent of the total grant funding sought

- development of communication, training or educational materials or holding demonstration sites as required to make project information available and/or to facilitate adoption and use of the proposed tool or technology by end users, of no more than 20 per cent of the total grant funding sought
- salary for staff (such as scientists, researchers or technicians) directly related to carrying out the project activities.

7.4 Ineligible expenses

Costs incurred that are not directly related to carrying out the project are ineligible for funding. Examples of ineligible expenses include:

- protecting or patenting intellectual property
- expenditure relating to activities designed for the primary purpose of raising revenue for the group or individuals applying
- costs incurred in the creation of new institutions
- core business expenses not directly related to carrying out the project, including overhead and infrastructure costs, staff salaries and benefits, relocation costs and living allowances
- hospitality or catering
- expenses incurred in the normal day-to-day business or ongoing operations of the applicant or partner organisations
- costs to retrospectively fund activities already conducted or would have been undertaken prior to the signing of the grant agreement, if successful
- costs involved in preparing the application for funding under the Control Tools and Technologies for Established Pest Animals and Weeds programme
- activities that duplicate or replicate activities for which the applicant or a project partner is already receiving or has previously received funding from the Commonwealth or another source (such as state, territory or local government or private sector programme)
- activities for which the applicant or a project partner is receiving funding (excluding cash or in-kind contributions) from the Commonwealth or another source (such as state, territory or local government or private sector programme)
- activities with the potential to adversely impact on any [matter of national environmental significance](#) as identified under the *Environment Protection and Biodiversity Conservation Act 1999*.

8 How to apply for funding

The application form is available for download from the [Control tools and technologies for established pest animals and weeds competitive grants programme web page](#). Applicants must email their completed application forms to pestanimals&weeds@agriculture.gov.au by 5 pm, AEST 23 January 2017. Applicants must submit a separate application form for each proposed project. All applications will be registered and acknowledged via email.

Email applications are preferred. Applications may be submitted by post if internet access is not available, addressed to the [contact details](#) at the end of these guidelines. Hard copy applications must be received by the due date.

Questions should be directed to the email address (preferred) or by phone at 1800 875 539.

Applicants are encouraged to read these guidelines and the application carefully before submitting to ensure that all relevant sections have been completed and the information provided is true and

correct. If an applicant fails to submit all requested information correctly, it may affect the assessment. The department reserves the right not to assess incomplete applications.

Applications that are not received by the advertised closing time on the due date will not be accepted.

The department may accept late applications only under extenuating circumstances and where an alternative timeframe has been agreed prior to the closing date. Requests for an extension must be made in writing to the department by email (see [Contacts](#)) prior to the closing date. Any decision by the department to accept or not to accept a late application will be final.

Applicants should keep a copy of each submitted application.

Applicants must consider all aspects of their project and ensure they include all relevant costs within their application. Funding will only be provided for work outlined in the funding agreement and undertaken as part of the grants. Applicants may not request additional funding after the application has been submitted.

9 Conflict of interest

A conflict of interest is where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by personal interest (financial or non-financial) or personal associations.

If you are aware of actual, potential or perceived conflicts of interest in relation to your application, you must make full disclosure in your application.

If the conflict arises after you have submitted your application, email the programme coordinator immediately (see [Contacts](#)) and outline the steps you will take to resolve or deal with the conflict.

The department reserves the right to reject an application if it is not satisfied that arrangements are in place to address or manage a perceived or actual conflict of interest.

The department will maintain a register of notified conflicts of interest throughout the application and assessment process. The register will list applicants' conflicts of interest and those of the assessment panel and departmental officers.

Those involved in the assessment process must:

- sign and keep up-to-date conflict of interest declarations to ensure identification and management of any conflicts of interest
- comply with the *Public Service Act 1999* and the Australian Public Service Code of Conduct.

10 False and misleading information

Intentionally giving of false or misleading information to the Commonwealth is an offence under the *Criminal Code Act 1995* (Cwlth).

11 Confidential information

Applicants must identify information in their application(s) or in any documentation(s) that they want treated as confidential and provide reasons for the request. The department reserves the right to accept or refuse a request to treat information as confidential.

The department may publish or share information that applicants have not marked or had accepted as confidential by the department.

Confidential information may be released as required by law or Parliamentary privilege.

12 Freedom of information

All documents held by the department, including those relating to the programme applications and project(s), are subject to the *Freedom of Information Act 1982*.

The FOI Act creates a general right of access to documents held by the department. Unless a document falls under an exemption provision, it will be made available to the public if requested under the FOI Act.

For more information about the FOI process or to make an FOI request, see [Freedom of information](#) on the department's web page.

13 Privacy statement

'Personal information' means any information or opinion about an identified individual or an individual who is reasonably identifiable.

'Sensitive personal information' is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The department collects your personal information, as defined in the *Privacy Act 1988*, to assess your application and for related purposes. If you fail to provide some or all of the personal information requested in this form, the department will not be able to process your application.

The department may disclose your personal information to other Australian Government agencies, persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

14 Correcting inaccuracies in applications

The department will not accept responsibility for any misunderstanding arising from the failure by an applicant to comply with these guidelines, or arising from material inaccuracies in an application. Material inaccuracies are those that may affect the outcome of the assessment process.

If you discover material inaccuracies in your application, contact the programme coordinator immediately (see [Contacts](#)). The department may request clarification and ask you to submit information after the closing date. You will not be permitted to add new information to the original application. The department's decision will be final.

15 How applications are assessed

15.1 Selection criteria and other considerations

Applications will be evaluated against the eligibility criteria under [Who is eligible to apply](#) and [Eligible projects](#) and the following assessment criteria. The department reserves the right to not assess applications that are incomplete, and may deem these applications as ineligible. Applications that do not meet eligibility criteria will not be progressed to the assessment stage.

Each eligible application will be assessed by an expert assessment panel against these six assessment criteria:

1. Contribution to outcomes—controlling one or more established pest animals and/or weeds that is/are not native to Australia or a particular part of Australia, and also threaten(s) ecosystem(s), habitat(s) or native species in their natural surroundings in Australia
2. Contribution to outcomes—the new or improved control tool or technology delivers outcomes that benefit the Australian public by controlling one or more established pest animal(s) and/or weed(s) that is/are not native to Australia or a particular part of Australia, and has/have a national impact on reducing Australian agricultural productivity and profitability
3. Clearly defined project activities that are technically feasible and appropriate to achieve outcomes that are measurable
4. Applicant's and project team's capability and capacity to deliver
5. Project risk management
6. Project budget and value for money.

The panel may be assisted by technical, financial, legal and/or other experts as required. These experts are not members of the panel, but can, if requested by the panel, analyse applications and prepare factual reports against one or more of the assessment criteria for the panel's consideration.

Eligible applications must receive a minimum score of five out of ten in assessment criterion 1 by the panel in order to be deemed suitable for further assessment of the remaining criteria 2 to 6. Applications that do not meet the minimum score for assessment criterion 1 can only be deemed 'unsuitable for further consideration' if the majority of the panel members agree.

Suitable eligible applications that meet assessment criteria 2 to 6 to a high level are more likely to be funded. Suitable eligible applications must meet at least 50 per cent of the score for each assessment criteria 2 to 6 as set out in Table 2 to be further considered for funding. Scores are to be agreed by the majority of the panel members. Applications that do not meet the required minimum scores will not be ranked to inform priorities for funding.

Table 2 Scoring for suitable eligible applications for funding ranking

Criteria	Maximum score	Minimum score to meet to progress for ranking
2	30	15
3	10	5
4	20	10
5	20	10
6	20	10
TOTAL	100	50

The assessment process will identify projects that:

- could be funded without change
- could be funded subject to certain conditions being met
- should not be funded.

The panel will consider the details outlined for the six assessment criteria when assessing and scoring applications.

Criterion 1: Contribution to outcomes—controlling one or more established pest animal(s) and/or weed(s) that is/are not native to Australia or a particular part of Australia, and also threaten(s) ecosystem(s), habitat(s) or native species in their natural surroundings in Australia

(Maximum score: 10)

Applications that will score highly against this criterion will demonstrate that the control tool or technology is for managing an established pest animal (excluding invertebrates) and/or weed that is not native to Australia (or a particular part of Australia) and that also threatens the ecosystem(s), habitat(s) or native species (in their natural surroundings) in Australia where the target pest animal and/or weed is located.

If there is more than one species that is proposed to be targeted with the control tool or technology, the application must include information under this criterion relevant for each targeted species. The application must demonstrate that the control of all proposed targeted species meets this criterion. Applicants are encouraged to review the relevant state and territory legislation for the details of species that are considered native to each state or territory.

The terms ‘established’, ‘pest animals’, ‘weeds’, and ‘native species in their natural surroundings’ are as defined in the [Glossary](#).

Whether a pest animal or weed meets the definition of ‘established’ will be assessed in context of its presence in a given location, including if it is eradicable in that location.

Criterion 2: Contribution to outcomes—the new or improved control tool or technology delivers outcomes that benefit the Australian public by controlling one or more established pest animal(s) and/or weed(s) that is/are not native to Australia or a particular part of Australia, and has/have a national impact on reducing Australian agricultural productivity and profitability

(Maximum score: 30)

Applications that will score highly against this criterion will:

- demonstrate that the target established pest animal(s) (excluding invertebrates) and/or weed(s) is/are not native to Australia or particular part of Australia, and has/have a national impact on reducing Australian agricultural productivity and profitability, excluding in fisheries and forestry sectors (noting that whether a pest animal or weed meets the definition of ‘established’ will be assessed in context of its presence in a given location, including if it is eradicable in that location)
- demonstrate that the proposed project is to develop a control tool or technology that is new or improved, and how it will deliver outcomes to benefit the Australian public. Consideration should be given to what gap it is filling or the extent that it is an improvement compared to existing control tool or technology in Australia for the target animal pest or weed. An application for a control tool or technology may be scored higher if it either
 - fills the gap where there is no or limited feasible management approach
 - has potential for broader applications (such as targeting multiple pest animal or weed species, or a pest animal or weed that affects multiple agricultural industries)
- have considered that the control tool or technology is or will be suitable for adoption by end users in Australia, particularly farmers and land managers, to reduce the impact of the target pest animal(s) and/or weed(s). Examples may include:
 - consideration of what regulatory requirements will apply in order to use the tool or technology in Australia or a part of Australia and the likelihood for compliance. For example, a control tool or technology that is proposed for use in multiple jurisdictions or for broader applications (such as to control multiple species) may be subject to additional regulatory requirements or usage restriction, which could decrease the likelihood for adoption
 - (if relevant) whether there is a proposed plan or approach for extension activities, or communicating and sharing project outcomes, and how this will facilitate adoption of the tool or technology in Australia. For example, provision of training or education materials on appropriate use of the control tool or technology
 - (if relevant) consideration of any potential risk of negative criticism from the community regarding use of the control tool or technology, for example, on animal welfare concerns or use of biological agents, that could prevent or reduce the likelihood for adoption of the tool or technology.

If there is more than one species that is proposed to be targeted with the control tool or technology, the application must include information relevant under this criterion for each targeted species.

The terms ‘develop’, ‘new’, ‘improved’, ‘established’, ‘pest animals’, ‘weeds’, ‘national impact’, ‘fisheries sector’ and ‘forestry sector’ are as defined in the [Glossary](#).

Criterion 3: Clearly defined project activities that are technically feasible and appropriate to achieve outcomes that are measurable

(Maximum score: 10)

Applications that will score highly against this criterion will:

- clearly describe the proposed project activities (what work will be done), including locations and anticipated start and end dates (months and years), and related outputs (what will be produced, such as a product, scientific report), and how these will contribute to achieving outcomes addressed in Criteria 1 to 2 and how performance against these outcomes will be measured. Examples may include (if relevant)
 - how the project outputs will add value to the research or development of the tool or technology, including towards other existing or new control tools and technologies that may be adopted in Australia, such as generation of data or publications to build on current knowledge or describe new discoveries
 - how and to what extent any activities located outside Australia or its territories (where relevant) will contribute to overall success of the project and benefit to the Australian public
- clearly describe the proposed methodology or approach to develop the control tool or technology and how it is technically feasible and appropriate, for example, as supported by evidence (such as from relevant proof of concept studies or published scientific literature).

Criterion 4: Applicant's and project team's capability and capacity to deliver

(Maximum score: 20)

Applications that will score highly against this criterion will:

- clearly describe how the applicant and the project team (including any partner who has a role as a team member) is appropriate to undertake the work. This includes
 - demonstrating that the applicant (an eligible company or organisation under applicant category 1) or the primary partner of the applicant (an eligible company or organisation who is partnering with an individual under applicant category 2) has the appropriate research and development capability,
 - clearly defining each team member's roles and responsibilities and explaining how each is essential to delivery of the project and where relevant, including their expertise and/or previous experience in the subject matter relevant to the proposed project and/or in the delivery of the project (such as project management), and any additional access to relevant external expertise that may be required to support key components of the project (such as, a scientific adviser)
- demonstrate how the proposed project management plan will deliver project outputs and achieve project outcomes on time and within budget. This includes explaining how project activities will be developed, monitored and managed to meet proposed timeframe, how partnerships, collaborations and/or subcontractors (where relevant) will operate administratively and practically
- clearly describe what relevant grant management experience will be available within the project team or to support the applicant (such as within the applicant's organisation) and the project team to monitor and control project budget to ensure that it is within the proposed budget and spending occurs only on eligible costs. If relevant, indicate any appropriate experience in administering grants funding, such as current and/or past experience in managing grants, including grants from the Australian Government.

Criterion 5: Project risk management

(Maximum score: 20)

Applications that will score highly against this criterion will clearly identify all possible risks to successfully completing project within proposed timeframe and achieving project outcomes, and the proposed treatment to minimise each risk as appropriate. In considering all possible risks, the applicant must also consider if any of the following applies, and to include those that apply as identified risk and any proposed treatment to minimise the risk as appropriate:

- if there is a potential risk of introducing plants, animals or other biological agents known to be, or that could become environmental or agricultural weeds and pests
- if project activities have potential adverse impact on any matter of national environmental significance as identified under the *Environment Protection and Biodiversity Conservation Act 1999*
- what necessary permission or support is required to conduct the project as proposed (as relevant), such as permission from relevant landholders for any project to be undertaken on private or public land, and support from local traditional owners for any project to be undertaken on traditional lands, and how these may be obtained
- what legislation, codes of practices, standard operating procedures and policies that must be complied with in order to conduct the project as proposed, including obtaining the necessary regulatory approvals (as relevant) and how the applicant plans to comply with these
 - The onus is on the applicant to review relevant Commonwealth, state and territory legislation, codes of practice, institutional standard operating procedures and policies (including on animal welfare) to ensure compliance with relevant requirements. Examples of legislation may include the *Environment Protection and Biodiversity Conservation Act 1999* (Cwlth), *Biological Control Act 1984* (Cwlth) and the *Agricultural and Veterinary Chemicals Act 1994* (Cwlth) or state equivalent
- if there is any anticipated changes that could affect the applicant's and/or nominated project team's ability to successfully complete the project within the timeframe proposed
- if the proposed projects will continue beyond the programme funding of June 2019, the potential risk for the project to not be continued or completed beyond funding period (including any dependency on and likelihood for cash and/or in-kind contributions beyond June 2019).

Criterion 6: Project budget and value for money

(Maximum score: 20)

Applications that will score highly against this criterion will:

- provide sufficient information to show that budget items are eligible, reasonable and relevant to the project activities, recognising the project and a sense of its scale
- propose a project that is supported by cash and/or in kind investments from the applicant, partner(s) and/or other third party (where relevant), and is able to demonstrate how the value and composition of such cash and in-kind contributions are essential to the delivery of the project, and how this adds value to achieving project outcomes. An application will be scored higher if it includes contributions of a reasonable proportion relative to the total funding sought and that adds value to the project, such as by enabling activities that would not be undertaken otherwise (such as broad scope, cross-sectoral or large scale activities), or providing ongoing investments to progress projects or undertake extension or implementation activities beyond June 2019

- provide sufficient information to show that the total budget is proportional to the objectives of the overall project, taking into account the expected public benefit to Australia to be derived from the project.

15.2 Who selects suitable applicants

Departmental officers will undertake an initial assessment of applications to determine whether they meet all eligibility requirements as described in the [Who is eligible to apply](#) and [Eligible projects](#) parts of these guidelines.

The expert assessment panel will assess all eligible applications on merit using the six assessment criteria. The panel will comprise departmental officers and external experts.

The panel will make recommendations to the department. The department will advise the Minister for Agriculture and Water Resources on the merits of eligible applications. The minister makes the final decisions and there is no right of appeal.

Departmental officers and panel members are required to protect the confidentiality of the assessment process and take steps to ensure that any actual or perceived conflict of interest is declared and addressed in a way that does not adversely affect impartial selection of the strongest projects against the assessment criteria.

16 Notifying applicants of funding decisions

The department reserves the right to negotiate with applicants on any aspect of the grant before signing the grant agreement. The department may decide to support fewer projects/activities, offer less funding than the amount applicants applied for or seek further outcomes.

Successful applicants will receive a letter of offer outlining the grant and the amount of funding they will be offered. The letter of offer does not constitute a grant agreement. Successful applicants must not begin a project until a grant agreement has been signed by the department and the successful applicant.

Unsuccessful applicants will be notified in writing by the department. Applications will not be reviewed. See [Handling applicant complaints](#) for information. For feedback on unsuccessful applications, contact the programme coordinator.

17 Grant agreement

Successful applicants must sign a grant agreement with the Commonwealth. This will be based on the standard [Commonwealth low-risk grant agreement](#).

The draft grant agreement contains the terms and conditions of the grant. Applicants should read the draft agreement before submitting their application and seek independent legal advice before entering into a grant agreement. No legally binding relationship exists until the agreement is signed by all parties.

Grant reporting will cover all activities, expenditure and objectives of the grant programme and all other necessary information required to verify evidence of achievement. Reporting arrangements and performance indicators may differ for each project according to individual grant agreements. However, each project will produce milestone progress reports and a final report. Information that may be required in the reports include:

- a summary of project activities and achievements against milestones and performance measures, and explain why any milestone of performance measure was not achieved and how these may be achieved
- a summary of all activity material and all intellectual property rights in activity material created or arising during the period covered by the report
- a summary of all assets created or acquired during the period covered by the report
- a list of all media, communications and/or extension materials planned or produced and activities undertaken during the period covered by the report
- (for the final report) a plain English summary of the project for publication on the department's web page
- a list of the receipt of other contributions during the period covered by the report; and if these were not received as projected, inclusion of an explanation of action to be taken by the successful applicant in response to this shortfall
- an expenditure summary for the period covered by the report; and for the final report, an expenditure summary for the entire period that is signed and certified by the successful applicant's chief financial officer or chief executive officer. If the applicant is an individual, the final report of the expenditure summary should be signed by an accountant registered in Australia. Note that the department may require an independent financial audit report for some projects to be provided instead.

If a successful applicant fails to comply with grant agreement requirements, they may have to repay some or all of the grant money received.

18 Publishing information about successful applicants

The department will publish information about awarded grants on the department's Grants reporting requirements web page in accordance with the Commonwealth Grants Rules and Guidelines. This includes:

- name of the person or entity receiving the grant
- project title and purpose
- amount of funding received
- term of the grant
- project location(s).

The department may also publish case studies of successful projects, detailing achievements, information about the successful applicant, what has been learnt and how the project will be sustained into the future. This information may also be used to inform the programme evaluation following the completion of the programme in June 2019.

By submitting an application for funding under this grant programme, the applicant consents to the department publishing this information. If there is information that applicants do not wish to be published on the department's web page, it must be clearly identified and reasons specified (for example, commercially sensitive information) in the application form.

19 Management of grant agreements and evaluation

The department will manage grant agreements and department delegates will make decisions about variations during the life of the agreement. Department officials and others may contact grant recipients during or after the grant as part of the programme evaluation.

20 Handling applicant complaints

The department does not have an appeal mechanism for unsuccessful applicants. Unsuccessful applications will not be reviewed.

If an applicant is dissatisfied with the way an application has been handled by the department, they can email the programme coordinator (see [Contacts](#)) and lodge a complaint. The complaint will be reviewed by one or more independent areas of the department.

If no resolution is achieved, the applicant can contact the [Commonwealth Ombudsman](#). The Ombudsman will usually not investigate a complaint unless the matter has first been raised with the department and the department has been provided with a reasonable opportunity to respond.

21 Potential financial and/or taxation implications

Receipt of funding from this programme may result in an applicant's business being ineligible for support from other government programmes. Funding may have taxation implications for your organisation. You should seek independent taxation and financial advice from a suitably qualified professional before submitting your application. GST is payable on grants and the grant agreement will include GST where applicable. Applicants should seek advice on the legal implications of their acceptance of a grant.

22 Glossary of terms

Develop—systematic work drawing on existing knowledge gained from research and/or practical experience, directed to producing new tools or technologies, or to improve substantially those already produced (modified from [OECD 2002, Frascati Manual: Proposed Standard Practice for Surveys on Research and Experimental Development](#)). For the purpose of this programme, 'develop' will also include research work, such as original investigation undertaken in order to acquire new knowledge, and is directed primarily towards informing the development of the tool or technology. For example, this includes research into developing a biological control agent to specifically target a pest animal or weed species.

Established—in context of pest animals and weeds means self-sustaining pest animals and weeds that occur in one or more area(s) and are not regarded as eradicable in those area(s). A pest animal or weed is eradicable in an area if it is considered that it can be eliminated and no longer be detected in that area. For example, a pest animal or weed is considered eradicable if it is subject to an existing national cost-shared eradication response (such as under the Emergency Animal Disease Response Agreement, the Emergency Plant Pest Response Deed or the National Environmental Biosecurity Response Agreement), and therefore, it is not an established pest animal or weed. See outbreak.gov.au for some examples of current responses.

Feral animals—domesticated animals that have reverted to the wild state, such as feral pigs and feral rabbits.

Fisheries sector—aquaculture industry, commercial and recreational fishing.

Forestry sector—native, plantation and farm forestry industries, nurseries, timber and wood industries.

Improved control tools and technologies—control tools and technologies that can be demonstrated to meet one or more of the following as compared to the tools and technologies that are currently available in Australia:

- more effective
- safer (either to human health, non-target species, or environment)
- easier or more practical to use
- more cost effective
- more humane to target species.

National impact—in context of the impact on reducing Australian agricultural productivity and profitability, refers to impacts on one or more of the following:

- international market access and/or trade
- economic health of the nation
- multiple agricultural industries
- an agricultural industry in more than one state/territory.

Native species in their natural surroundings—for the purpose of this programme, this means native species in their natural environment (for example, wild macadamia trees) and does not include a native species that has been cultivated or introduced outside its natural environment (for example, macadamia trees grown in plantations as food crops).

New control tools and technologies—control tools and technologies that are innovative and fill a gap for existing control tool or technology in Australia (for example, a new biological control agent, a new class of pesticide or herbicide). New control tools or technologies also include those that are proposed as new applications (such as to extend the use of an existing or modified tool or technology to target another species not previously approved as a target for that tool or technology in Australia), provided that they can be demonstrated to be an improved option (see the definition of improved control tools and technologies) compared to a tool or technology that is currently available in Australia for the target species.

Pest animal—an animal that causes more damage than benefits to human valued resources and social wellbeing. For the purpose of this programme, pest animals exclude invertebrates, which are animals that do not have backbone, such as insects.

Weed—a plant that requires some form of action to reduce its negative effects on the economy, the environment, human health and amenity.

Contacts

Control Tools and Technologies for Established Pest Animals and Weeds Programme

Biosecurity Policy and Response Branch

Department of Agriculture and Water Resources

GPO Box 858

CANBERRA ACT 2601

Web page www.agriculture.gov.au/control-pest-animals-weeds-grants

Email pestanimals&weeds@agriculture.gov.au

Telephone 1800 875 539

Email contact is preferred. Applicants who do not have email access, can contact us by phone.