



# National Landcare Program: Smart Farms Small Grants: Soil Extension Activities

## Grant Opportunity Guidelines

<b>Opening date:</b>	7 September 2021
<b>Closing date and time:</b>	9:00 pm AEDT on 12 October 2021
<b>Commonwealth policy entity:</b>	Department of Agriculture, Water and the Environment
<b>Administering entity</b>	Community Grants Hub
<b>Enquiries:</b>	If you have any questions, contact Community Grants Hub Phone: 1800 020 283 (option 1) Email: <a href="mailto:support@communitygrants.gov.au">support@communitygrants.gov.au</a> Questions should be sent no later than 5:00 pm AEDT on 5 October 2021
<b>Date guidelines released:</b>	7 September 2021
<b>Type of grant opportunity:</b>	Open Competitive

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## 1. National Landcare Program: Smart Farms Small Grants: Soil Extension Activities processes

### **The National Landcare Program's Smart Farms Small Grants: Soil Extension Activities is designed to contribute to Australian Government objectives**

This grant opportunity is part of the above program that contributes primarily to the Department of Agriculture, Water and the Environment's Outcome 1 and Outcome 3. The Department of Agriculture, Water and the Environment works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).



### **The grant opportunity opens**

We publish the grant guidelines on the [GrantConnect](#) and [Community Grants Hub](#) websites.



### **You complete and submit a grant application**

You complete the application form and address all of the eligibility and assessment criteria to be considered for a grant.



### **We assess all grant applications**

We assess the applications against eligibility criteria and notify you if you are not eligible. If you are eligible, we then assess your eligible application against the assessment criteria including an overall consideration of value with money and compare it to other applications.



### **We make grant recommendations**

We provide advice, through the selection advisory panel to the decision maker on the merits of each application.



### **Grant decisions are made**

The decision maker (the Minister for Agriculture and Northern Australia) decides which applications are successful.



### **We notify you of the outcome**

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



### **We enter into a grant agreement**

We enter into a grant agreement with you if successful. The type of grant agreement is based on the nature or complexity of the grant and is proportional to the risks involved.



### **Delivery of grant**

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



## Evaluation of the Smart Farms Small Grants: Soil Extension Activities

We evaluate your specific grant activity. We base this on information you provide to us and what we collect from various sources.

### 1.1 Introduction

These guidelines contain information for the National Landcare Program: Smart Farms Small Grants: Soil Extension Activities grants.

You must read these guidelines before filling out an application.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how grant applications are considered and selected
- how grantees are notified and receive grant payments
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

This grant opportunity will be administered by the Community Grants Hub on behalf of the Department of Agriculture, Water and the Environment (the department).

## 2. About the grant program

### The National Landcare Program

Australia's soils, water, vegetation and biodiversity underpin the productivity and sustainability of agriculture, fisheries and forestry industries, but these natural resources are under threat. Pressures on Australia's natural resources can limit the viability and productivity of food, fibre and forestry businesses. The Australian Government's National Landcare Program aims to protect, conserve and provide for the productive use of Australia's water, soil, plants and animals and the ecosystems in which they live and interact, in partnership with industry, communities and other governments.

As the managers of approximately 61% of the Australian landmass, farmers have an essential role in protecting and rehabilitating natural resources. Sustainable agriculture practices that improve and protect the condition of soil, water, vegetation and biodiversity can also assist farming, forestry and fishing industries to adapt to significant changes in climate, weather and markets.

The principal agricultural component of the National Landcare Program is Smart Farms, which runs to 2022–23. It has 3 elements:

- Smart Farming Partnerships—which is investing \$57.5 million (GST exclusive) through 2 rounds of competitive grants into medium to large scale projects to encourage the development, trial and roll-out of innovative tools and farm practices that will reduce the pressure on Australia's natural resources while increasing industry productivity and profitability.
- Smart Farms Small Grants—which is investing \$38.5 million (GST exclusive) through a competitive small grants program. Over 6 years, grants will support the adoption of best practices that improve the management and quality of our natural resources and increase on farm productivity.
- Building Landcare Community and Capacity—which is investing \$39.93 million (GST exclusive) through targeted grants to support the sharing of knowledge and achievements and promote community leadership.

The Community Grants Hub administers the program according to the *Commonwealth Grants Rules and Guidelines 2017 (CGRGs)*.

### **The National Soil Strategy**

In 2020–21, the Australian Government, state and territory governments, the National Soils Advocate and the soil community developed the National Soil Strategy to secure and protect Australia's soil for the future. It was released in May 2021.

The Australian Government has committed to a \$214.9 million soil package of which \$196.9 million is new funding through the 2021–22 Budget over 4 years to implement the National Soil Strategy and the associated Commonwealth Interim Action Plan.

This includes funding to implement the National Soil Strategy. The National Soil Strategy is Australia's first national policy on soil and sets out how Australia will value, manage and improve its soil for the next 20 years.

The strategy highlights 3 overarching goals: (1) prioritise soil health, (2) empower soil innovation and stewards and (3) strengthen soil knowledge and capability.

The Soil Package also includes funding a 2 year National Soil Monitoring and Incentives Pilot Program, which will be trialled to improve understanding of Australia's soil condition and how to better manage it, assess the impact of land management practices on soil, assist farmers to improve their productivity and profitability, and better support farmers to participate in other programs such as the Emissions Reduction Fund.

### **Ag2030**

The Australian Government is committed to backing Australian farmers, fishers and foresters in their Ag2030 goal – driving job creation and economic growth.

Through Ag2030, the Australian Government is setting the foundations for the agriculture sector to grow agriculture to \$100 billion by 2030, ensuring Australian agricultural producers receive maximum returns for their hard work and are supported by vibrant rural and regional communities.

### **Smart Farms Small Grants**

The intent of Smart Farms Small Grants is to fund organisations and individuals to undertake sustainable agriculture projects and build the capacity and capability of Australia's farmers, fishers, and foresters to adopt best practice natural resource management methods.

Smart Farms Small Grants has 2 program outcomes that are to be achieved through the activities funded:

- Outcome 1 – Increased adoption of best practice sustainable agriculture.
- Outcome 2 – Increase the capacity of land managers to adopt best practice sustainable agriculture.

Smart Farms Small Grants help individuals and organisations across a wide range of food, fibre and forestry businesses across Australia to improve Natural Resource Management to the benefit of the landscape, community, and economy.

Grant funding is based on an applications merit and there is no pre-determined allocation of funds across each of the outcomes. Eligible projects must contribute to one or both outcomes refer to section 5.1.

Applicants may apply for grants across multiple outcomes, refer to section 5.1.

The Community Grants Hub administers the program according to [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

## 2.1 About the Smart Farms Small Grants: Soil Extension Activities grant opportunity

The objective of this round of Smart Farms Small Grants is to deliver outcomes under the National Soil Strategy that are consistent with the National Landcare Program. This includes supporting farmers and Land managers to participate and benefit from the National Soil Monitoring and Incentives Pilot Program. Extension activities will take action to improve soil health with evidence-based interventions. This will assist the farming industry, working with farmers to improve soil management, leading to increased productivity and profitability, reduced off site impacts and help industry to reach the Ag2030 goal to grow agriculture to \$100 billion by 2030.

Organisations are encouraged to apply for funding to deliver extension activities that promote improved soil management, including via soil sampling and soil testing. Extension activities will support land managers and farmers understand the benefits of soil testing and management. This will include working with farmers to participate in the National Soil Monitoring and Incentives Pilot Program, assist them to interpret results and to take action to improve soil health as a result.

The purpose will be achieved by supporting soil extension activities, such as educational material, field days et cetera, that contribute supporting farmers and landholders to participate in soil testing and interpretation of results, this will achieve the program outcomes detailed below. Grantees will also be expected to work collaboratively with regional and national networks. Performance against program outcomes will be measured through regular reporting and monitoring and evaluation plans.

The program will run from February 2022 to 30 June 2023.

### **Outcome 1 – Increased adoption of best practice sustainable agriculture**

#### **Smart Farms Small Grants - Soil Extension Activities will:**

- promote the benefits of increased frequency and comprehensiveness of soil sampling and testing to inform soil management decisions
- support land managers and farmers to participate in soil testing and interpretation of the results
- demonstrate land management practices to improve efficiency, production and soil health
- support land managers and farmers to contribute soils data to relevant national databases

#### **Achieving this outcome will:**

- increase the number of land managers and farmers undertaking soil sampling and testing
- establish baselines for current soil physical, chemical and biological status to provide a basis for farmers to make strategic decisions and identify future management practices, ameliorants and nutrient requirements to correct possible imbalances
- improve land management practices to protect or improve Australia's soil health
- contribute to delivering sustainable, productive and profitable farm businesses
- improve government programs and services, increase the accuracy of future trend forecasting, and provide information to inform agricultural and natural resource management research and development.

## **Outcome 2 – Increase the capacity of land managers to adopt best practice sustainable agriculture**

### **Smart Farms Small Grants - Soil Extension Activities will:**

- improve land managers and farmers soil testing knowledge and skills (capacity building)
- increase the capacity of land managers and farmers to interpret soil testing results
- improve land managers and farmers capacity to undertake land management actions to improve soil health
- improve land managers and farmers understanding of the value of soil data as an important part of land management decision making
- improve collaboration and communication between soil scientists, extension officers, advisers, natural resource management and farming systems groups, land managers and farmers.

### **Achieving this outcome will:**

- improve the ability of land managers and farmers to interpret and appropriately act on soil test results
- improve decision making on natural resource management as part of whole of farm management which leads to improved condition of natural resources, increased production avoidance of potential losses, and/or improve whole of farm profitability
- promote soil management informed by the latest research
- assist farmers and their advisers to monitor long term soil health trends
- feed into the National Soils Monitoring program to improve the capacity of the Commonwealth to monitor soil condition and contribute to international efforts to improve soil sustainability.

Grantees will be expected to provide performance reporting on their projects. The type of reporting will be dependent on the project (for example, number of soil tests, attendance at workshops et cetera). A grant agreement may include performance targets.

## **3. Grant amount and grant period**

### **3.1 Grants available**

For this grant opportunity (Soil Extension Activities), \$13 million (GST exclusive) is available over 2 financial years (2021–22 \$6.5 million, 2022–23 \$6.5 million).

The Smart Farms Small Grants - Soil Extension Activities grant opportunity is open from 7 September 2021 to 12 October 2021.

#### **Extension activities**

The minimum grant *per set of activities* you can apply for is \$100,000 over 2 years (\$50,000 per year). The maximum grant *per set of activities* you can apply for is \$250,000 over 2 years (\$125,000 per year). All activities/grants are over 2 years and can be for any amount between \$100,000 and \$250,000 over 2 years.

You may apply for multiple activities/grants in the one application. The maximum total grant amount per application must not exceed \$2 million.

For example, you might apply for grant funding of \$100,000 (\$50,000 per year) to create communications products that promote soil testing and interpretation of results and \$250,000 (\$125,000 per year) to engage a suitably qualified person/s to promote soil testing and interpretation of results. Each grant and activity are over 2 years.

OR

You might apply for grant funding of 3 times \$250,000 (\$375,000 per year - \$750,000 over 2 years) to engage a suitably qualified person/s to promote soil testing and interpretation of results. Each grant and activity are over 2 years.

The above are examples of possible funding options available to you and are by no means exhaustive. The grant period is 2 years from the activity start date of the Grant Agreement.

## 4. Eligibility criteria

Eligibility criteria apply to both the applicant entity and to the proposed extension activity. You must provide the information we need to assess your eligibility and the eligibility of your proposed extension service and activity in your application.

If you, or your proposed extension activity, do not meet all the eligibility criteria, your application will not undergo merit assessment. The decision maker can choose to waive the eligibility criteria; however, they must be aware of and accept the risks.

You can be a land manager, farmer or organisation supporting land managers and farmers. You will need to have expertise in (or have access to expertise in) soil extension activities. Your application will be assessed against the eligibility criteria. Only eligible applications will move to the next assessment stage.

### 4.1 Who is eligible to apply for a grant?

To be eligible to apply for a grant you must be an organisation capable of entering into a legally binding and enforceable agreement with the Commonwealth. To be eligible you must have relevant background and experience in agriculture and/or natural resource management (specific experience relating to soils and their management is essential), and be one of the following entity types:

- Commonwealth Company
- Company<sup>1</sup>
- Cooperative
- Corporate Commonwealth Entity
- Corporate State or Territory Entity
- Incorporated Association
- Indigenous Corporation
- Local Government<sup>2</sup>
- Non-corporate State or Territory Entity

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<sup>1</sup> Company is a company incorporated under the *Corporations Act 2001* (Cth).

<sup>2</sup> Includes New South Wales local governments created as Body Politics.

- Non-corporate State or Territory Statutory Authority
- Sole Trader
- Statutory Entity
- If you are applying as a Trustee on behalf of a Trust<sup>3</sup>, the Trustee must have an eligible entity type as listed above.

Applications from consortia are eligible, if you have a lead applicant who is solely accountable to the Commonwealth for the delivery of grant activities and who is an eligible entity as per the list above<sup>4</sup>. Eligible organisations can form a consortium with ineligible organisations.

If you do not meet these requirements, you will not be eligible, and your application will not progress to assessment.

## 4.2 Additional eligibility requirements

You must have the following additional eligibility requirements in place before you apply:

- have an Australian Business Number
- have an account with an Australian financial institution.

Applicants seeking to engage a suitably qualified person to undertake extension activities must have suitable qualifications, which may include, but are not limited to a bachelor's degree and/or diploma in a science, agriculture and/or environment field with soil science specific units. A minimum level of a diploma is required.

If you do not meet these additional requirements, you will not be eligible.

## 4.3 Who is not eligible to apply for a grant?

You are not eligible to apply if you are a/an:

- Organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- Person
- Partnership
- Non-corporate Commonwealth Entity
- Non-corporate Commonwealth Statutory Authority
- Unincorporated Association
- International Entity.

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<sup>3</sup> Trusts are not legal entities in their own right – to be eligible, only the Trustee for the Trust can apply by providing the signed Trust Deed and any subsequent variations with the application form. Trustees must be an eligible entity type as stated in section 4.1. Both the Trust's and Trustee's details will be collected in the application form.

<sup>4</sup> The Australian Government recognises that some organisations may seek to form consortia to apply for a grant under the program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at section 7.2 'Joint (consortia) applications.'

## 5. What the grant money can be used for

### 5.1 Eligible grant activities

Extension activities must contribute to achieving at least one of the 2 Smart Farms Small Grants Program outcomes. In your application, you must identify the outcome your proposed extension service will contribute to achieving as identified in Section 2.1.

#### Eligible natural resources

Whether your proposed project contributes to achieving Outcome 1, Outcome 2, or both Outcomes 1 and 2 (see Section 2.3), it must contribute to improving Australian food, fibre and forestry business sustainability, productivity and profitability, and must contribute to protecting or improving one of the following natural resources in Australia\*:

- soil, including marine sediments
- water, freshwater or marine
- vegetation
- threatened species
- threatened ecological communities listed for the Environment Protection and Biodiversity Conservation Act 1999 (Cth)
- Ramsar sites
- World Heritage properties
- native biodiversity (including both terrestrial and marine)
- sequestration and reduction of agricultural systems' greenhouse gas emissions or
- capacity of Australia's farming, fisheries, aquaculture and forestry systems to adapt to significant changes in climate.

\* This will ensure, in part, that you will be contributing to Australia meeting its national and international obligations, including under (but not limited to) the: [Environment Protection and Biodiversity Conservation Act 1999 \(Cth\)](#) and [Australia's Biodiversity Conservation Strategy 2010–2030](#), [Convention on Biological Diversity](#), [United Nations Framework Convention on Climate Change \(including the Paris Agreement\)](#), [United Nations Convention to Combat Desertification](#); [Ramsar Convention on Wetlands](#), the [Convention Concerning the Protection of World Cultural and Natural Heritage](#), the [United Nations Convention on the Law of the Sea](#) and the [United Nations Fish Stocks Agreement](#).

### 5.2 Eligible expenditure

In your application, you must describe each of your proposed extension activities—including employed positions and related activities

Eligible extension activities will be delivered to farmers, land managers and the wider network of farm advisers. They will promote management practices that leads to better soil health including promoting the National Soil Monitoring and Incentives Pilot Program, soil testing and interpretation of results, and lead to improved sustainable soil management practices through the development and promotion of communication products, education awareness and training sessions, and on-ground trials and demonstrations.

The proposal must be for the following:

- engaging a suitably qualified person/s with qualifications\* in soil science or similar field or demonstrated experience in performing soil management extension activities or be in the process of attaining the aforementioned qualifications or experience

\* Suitable qualifications may include, but are not limited to, a bachelor's degree and/or diploma in a science, agriculture and/or environment field with soil science specific units. A minimum level of a diploma is required.

- approved activities—an applicant may choose any number of the below activities however these must be provided by a suitably qualified person and may involve, but are not limited to:
  - conducting workshops, seminars, roadshows or field days to increase land managers understanding of soil testing, soil test results interpretation, and land management practices to improve soil health
  - creating communications products, webinars or online materials to increase land managers and farmers awareness of, soil testing, soil test results interpretation, and land management practices to improve soil health
  - delivering extension activities that improve the understanding of how soil management contributes to delivering productive and profitable farm businesses, and sustainability outcomes
  - modest business travel expenses (e.g. bus hire) and catering as part of the grant (for example sandwiches and drinks at an all-day field trip)
  - information and demonstrations of contemporary and emerging technologies and practices to improve soil health
  - establishing trials, demonstration and monitoring sites to demonstrate soil sampling and testing processes, and associated land management practices to improve soil health, which will be able to be attended by land managers and farmers, such as:
    - monitoring and managing groundcover to assist land managers to maintain levels above minimum thresholds to reduce soil and nutrient loss through wind and water erosion and improve air and/or water quality
    - surface and subsurface soil acidification and soil pH management
    - management of soil biological activity and nutrient management to reduce offsite impacts of nutrient losses into waterways, reducing nitrous oxide emissions
    - activities for increasing soil carbon to better support farmers to participate in other programs such as the Emissions Reduction Fund.

### 5.3 What the grant money cannot be used for

You cannot use the grant for the following:

- engaging soil extension officers who are not suitably qualified or experienced
- activities that are not supported by a suitably qualified person
- activities that are reasonably considered to be the same as ones which are already underway, being activities that have already commenced, or activities that are so closely related, being similar activities already being delivered that they could not be reasonably considered to be additional to those already underway or completed

- activities (including purchases of equipment or materials) that could reasonably be considered to be part of a land manager's ordinary responsibility unless you demonstrate:
  - a substantial public benefit that would not occur without the grant
  - the private beneficiary's contribution to the cost of the project is at least proportional to the private benefit obtained
- research activities and trials of methods that are already well-established best practice for industries or regions relevant to the project
- hospitality (for example restaurant dinner with alcohol)
- activities, products or sub-contractors chosen without a competitive, merit-based process (should multiple activities, products or sub-contractors be available)
- grants from you to another entity
- activities that are the legal responsibility of the applicant or others, such as managing or controlling certain weeds and pests
- subsidies for commercial operations, business start-ups or where the primary activity is for commercial gain, or activities designed to raise revenue for an organisation or individual
- activities with the potential to adversely impact on a matter of national environmental significance under the *Environment Protection and Biodiversity Conservation Act 1999 (Cth)*.
- the introduction of plants, animals or other biological agents known to be, or that could become, environmental or agricultural weeds and pests
- subsidy of the general ongoing administration costs of an organisation such as electricity, phone and rent
- capital expenditure or construction works valued at more than 20% of the grant amount
- overseas travel
- activities outside of Australia (including outside Australia's maritime zone)
- activities that have commenced before execution of the grant agreement
- costs incurred in the preparation of a grant application or related documentation
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

You cannot use the grant for extension activities that have been funded through a previous Smart Farms Small Grants round, another element of the National Landcare Program including through Regional Land Partnerships, or any other previous or current Australian Government programs, including any of the drought assistance measures.

## 6. The assessment criteria

Applications will be competitively assessed using the following criteria:

### Criterion 1

#### How well do the proposed extension objectives deliver the program purpose and outcomes?

- Your application will be assessed to determine how appropriate the proposed extension objectives (refer to Section 2.1) are to meet the purpose and outcomes of Smart Farms Small Grants: Soils Extension Activities Round.
- When addressing the criterion applicants will be required to:
  - describe the proposed extension activities and objectives.
    - What do you want to achieve with your extension activities?
    - Why is it important and worthwhile?
    - What will happen if you do not carry out your extension activity project?
  - describe the proposed geographic area and/or farming systems you will target (including GPS coordinates)
  - describe how the proposed extension activities contribute to the improvement of the collection of national soils data.

### Criterion 2

#### How well do the proposed extension activities contribute to overcoming barriers to adoption?

When addressing this criterion, you will be required to describe how the proposed extension activities will overcome barriers to adoption:

- in your target area, what are the barriers to:
  - soil testing and interpreting the results
  - uptake of land management practices to improve soil health
  - understanding soil health and its contribution to productive and profitable farming businesses
  - participating in climate change initiatives such as the emissions reduction fund
- how will each proposed extension activity contribute to overcoming barriers to adoption?

Where your proposed extension activity will contribute to achieving Outcome 2 you must describe how, how much, and when it will increase land managers' awareness, knowledge and skills to sustainably manage eligible natural resources or improve the capacity of farmers and land managers.

Projects may contribute to both outcomes; in this case you will need to describe both of these in your application.

### Criterion 3

#### How well does the proposed extension activities address public funding and value for money?

Your application will be assessed to determine the extent to which the extension activity proposal is value for money and is suitable for public funding. We will consider who else will benefit from the proposed extension activity and by how much. We will also consider who will contribute to the cost of the proposed extension activity and the extent of their contribution.

We will consider whether the public benefits to be achieved by the proposed extension activity are additional to those that would otherwise be achieved and exceed the amount of the grant sought. We will also consider whether any private benefits to be achieved by your extension activity exceed any private contributions.

When addressing the criterion applicants will be required to:

- explain how the grant amount requested is appropriate to the outcomes that your extension activity will achieve
- describe the public benefits that will occur because of the proposed extension activity
- What will be the benefit to the community from achieving your objective?
- What value will your proposed extension activity add that would not occur without the project?
- if the proposed extension activity will have private benefits, describe the benefits and the beneficiaries
- Who will benefit from your proposed extension activity? What benefits will flow to each beneficiary?
- How is the private benefit proportional to the private contributions to the cost of the proposed extension activity?

#### **Criterion 4**

##### **Applicant suitability.**

Your application will be assessed to determine your suitability, and that of any extension activity partners, to deliver against the proposed extension activity objective, carry out the proposed project activities, administer the grant and report on the proposed extension activity. We will consider your capability and capacity to develop, implement, manage, monitor and report on the extension activities you will carry out, on time and within budget. We will also consider your ability to manage the grant funds, and to assess and manage risk.

When addressing the criterion applicants will be required to:

- Describe your experience with projects of comparable outcomes, scope and budget. Explain how you are capable of implementing, monitoring and reporting on your proposed extension activity
- Describe how you will engage with relevant stakeholders including, where relevant, Indigenous and culturally and linguistically diverse groups and communities in proposed extension activities
- Describe how you will promote project outcomes to land managers and the broader community. How will you maintain proposed extension activity outcomes into the future?
- State the qualifications of any suitably qualified people involved in the proposal. Evidence may be requested later.

## Criterion 5

### How well do the proposed extension activities utilise latest technologies and research?

The proposal will use the latest technologies, research and industry methodologies to help land managers and farmers deliver improved land management, productivity, profitability and sustainably outcomes as well as inform soil testing to national standards and soil test results interpretation. It will demonstrate how regional and national networks will be utilised to enhance the delivery of extension activities.

- Your application will demonstrate your commitment to work collaboratively with regional and national networks.
- Your extension activity will demonstrate your commitment to utilise latest technologies, research and industry methodologies and explain how this will be achieved.

If you are applying from a region impacted from a COVID-19 lockdown you may provide details on propose mitigation measures. Your circumstances will be taken into account in any future grant agreement negotiations and the department can grant variations in emergency circumstances.

You should comprehensively address all criteria and use examples where appropriate. Response limits are listed below for each criterion:

- Criterion 1: 4,000 characters
- Criterion 2: 3,000 characters
- Criterion 3: 2,000 characters
- Criterion 4: 2,000 characters
- Criterion 5: 3,000 characters

All criteria are equally weighted.

## 7. How to apply

Before applying, you must read and understand these guidelines, the terms and conditions, sample grant agreement and the questions and answers.

These documents are found at the [GrantConnect](#) and [Community Grants Hub](#) websites. Any changes to grant documentation are published on both sites and addenda<sup>5</sup> will be published on GrantConnect. By registering on this website, you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

You may submit more than one proposal in the same application. Applications can be for one or more soil extension officers and/or one or more approved activities. Please note that you will be required to detail how much funding you are applying for per activity/extension officer within the application. If more than one application is submitted for the same soil extension officer and eligible activity, the latest accepted application form will progress. Each application cannot exceed the financial limits of the grant (see section 3.1).

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<sup>5</sup> Addenda can include changes to existing grant opportunity documentation and/or publishing additional documents. Changes include but are not limited to: corrections to currently published documents, changes to close times for applications and system outage notices.

To apply you must:

- complete the online application form on the GrantConnect or Community Grants Hub websites
- provide all the information requested by **9:00 pm AEDT on 12 October 2021**
- address all eligibility criteria and assessment criteria
- submit your application/s to the Community Grants Hub by **9:00 pm AEDT on 12 October 2021**. See the front cover for closing times in other states. **Hint:** Submit your application early, if you leave lodging the application to the 'last minute' you may risk the application not being lodged before the closing date and time due to issues such as slow internet speeds, computer issues, et cetera.

We will not provide application forms or accept applications for this grant opportunity by fax or mail.

The application form includes help information. You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you need more help about the application process, submitting an application online, have any technical difficulties or find an error in your application after submission, but before the closing date and time, you should contact the Community Grants Hub immediately on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au). The Community Grants Hub does not have to accept any additional information, or requests from you to correct your application after the closing time.

You cannot change your application after the closing date and time.

If we find an error or something missing, we may ask you for clarification or additional information.

This will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your application after the closing time.

You should keep a copy of your application and any supporting documents.

You will receive an automated notification acknowledging the receipt of your application.

## 7.1 Joint (Consortia) applications

We recognise that some organisations may want to submit a joint application to deliver an extension activity.

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation of a consortia can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group.

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

## 7.2 Timing of grant opportunity processes

You must submit an application between the published opening and closing dates.

### Late applications

We will not accept late applications.

### Expected timing for this grant opportunity

If you are successful, you will be expected to start your activities from February 2022.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	October 2021 to November 2021
Approval of outcomes of selection process	November 2021 to December 2021
Negotiations and award of grant agreements	
Notification to unsuccessful applicants	
Earliest start date of grant activity	February 2022
End date of grant activity	2 years from execution of grant agreement

### 7.3 Questions during the application process

If you have any questions during the application period, contact the Community Grants Hub on 1800 020 283 (option 1) or email [support@communitygrants.gov.au](mailto:support@communitygrants.gov.au).

The Community Grants Hub will respond to emailed questions within 5 working days. Answers to questions are posted on the [GrantConnect](#) and [Community Grants Hub](#) websites.

The question period will close at 5:00 pm AEDT on 5 October 2021. Following this time, only questions about using and/or submitting the application form will be answered.

## 8. The grant selection process

### 8.1 Assessment of grant applications

The department will assess your compliance against the requirements of the application process, your eligibility and the eligibility of your proposed service against these Grant Opportunity Guidelines. The department will have the final say whether an application is removed from the process. Eligible applications will then be considered through an open competitive process.

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

- the overall objective/s to be achieved in providing the grant
- the relative value of the grant sought
- extent to which the geographic location of the application matches identified priorities
- the extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives
- how the grant activities will target groups or individuals.

### 8.2 Who will assess and select applications?

The department will undertake a preliminary assessment against the eligibility and selection criteria. The preliminary assessment will provide an initial ranking of applications to inform the deliberations of the Selection Advisory Panel.

The Selection Advisory Panel will be established by the department and may include a mix of employees of the department, experts from the sector, other Commonwealth officers with relevant specialist expertise.

Any expert/advisor, who is not a Commonwealth Official, will be required/expected to perform their duties in accordance with the CGRGs.

The Hub will not participate in deliberations or decision-making.

The Selection Advisory Panel will assess whether the application represents value for money and will make final recommendations to the decision maker by considering the following factors:

- The initial preliminary score against the assessment criteria will make up the majority, if not all of the weighting, consideration of the below will be given, if appropriate.
- The commitment to using or hiring a suitably qualified person(s).
- The overall objective/s to be achieved in providing the grant.
- The extent to which the evidence in the application demonstrates that it will contribute to meeting the outcomes/objectives of the program.
- The extent to which the applicant demonstrates a commitment to the program.
- How the grant activities will target groups or individuals.
- The risks, financial, fraud and other, that the applicant or project poses for the Department of Agriculture, Water and the Environment.

The primary industries represented (such as dryland and irrigated cropping, livestock production, dairy, horticulture, mixed farming, forestry, farm forestry, fishing and aquaculture) relative to the size of the industries and the extent of their natural resource use.

The extent to which the geographic location of the application matches identified priorities for the Australian Government.

**The Selection Advisory Panel may seek additional information from the applicant to assist in making its final recommendations.**

### 8.3 Who will approve grants?

The Minister for Agriculture and Northern Australia (the decision maker) decides which grants to approve based on the recommendations of the SAP, taking into consideration any further information that may become known, including the availability of grant funds for the purposes of the grant program.

The decision maker's decision is final in all matters, including the:

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

There is no appeal mechanism for decisions to approve or not approve a grant. All decisions are final.

## 9. Notification of application outcomes

We will write to you about the outcome of your application. If you are successful, you are advised of any specific conditions attached to the grant.

### 9.1 Feedback on your application

A feedback summary will be published on the Community Grants Hub website to provide all organisations with easy to access to information about the grant selection process and the main strengths and areas for improving applications.

Individual feedback will be available. The process for requesting individual feedback will be included in the email advising of the outcome of your application. You will have 20 days to request feedback after you have been notified of the outcome.

## 10. Successful grant applications

### 10.1 The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We will offer successful applicants a Commonwealth Simple Grant Agreement for this grant opportunity. Each agreement has general/standard grant conditions that cannot be changed. Sample grant agreements are available on [GrantConnect](#) and [Community Grants Hub](#) websites as part of the grant documentation. We will use an Activity Work Plan to outline the specific grant requirements.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any of your expenditure until a grant agreement is executed.

Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the decision maker. These are identified in the agreement.

We may manage the grant agreement through our Grant Recipient Portal. Accepting the agreement through the Grant Recipient Portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth have entered into the grant agreement. We will notify you when this happens, and a copy of the executed agreement will be available through the portal. The agreement will not become binding until it is executed.

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

#### **Commonwealth Simple Grant Agreement**

We will use a Commonwealth Simple grant agreement.

You will have 20 business days from the date of a written offer to sign and return this grant agreement. The grant agreement is not considered to be executed until both you and the Commonwealth have signed the agreement. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application.

The department will negotiate the Activity Work Plan with you following execution of the agreement (or prior).

### 10.2 Multicultural access and equity

The Australian Government's [Multicultural Access and Equity Policy](#) obliges Australian Government agencies to ensure their policies, programs and services – including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

Grant applicants should consider how they will ensure their soil extension activities will be accessible to people from CALD backgrounds. For example, service delivery partners may require cultural competency skills. In addition, activities may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency.

Based on an assessment of the client target group, costs for translating and interpreting services should be factored into grant applications.

### 10.3 How we pay the grant

The grant agreement will state the:

- maximum grant amount to be paid
- any financial contributions you must make
- any in-kind or co- contributions you will make
- any financial contribution provided by a third party.

We will pay 50% of the grant on execution of the grant agreement and the final 50% throughout the life of the grant, this is dependent on reporting requirements as detailed in the grant agreement. You will be required to report how you spent the grant funds at the completion of the activity. Smart Farms Small Grants do not allow for an increase to the agreed amount of grant funds.

### 10.4 Grant payments and GST

Payments will be GST exclusive.

We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your taxation circumstances.

## 11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website no later than 21 calendar days following execution of the agreement after the date of effect as required by section 5.3 of the CGRGs.

## 12. How we monitor your grant activity

### 12.1 Keeping us informed

If you are successful receiving a grant, you will be asked to provide, and keep up to date, the following within your Activity Work Plan:

- *Communications Strategy* to extend the outcomes, leading to stakeholder capacity building, increasing knowledge about, and understanding of soil testing methods and using test results to promote improved soil management by land managers.
- *Risk Assessment and Management plan* to outline how you will manage any project risks in relations to your soil extension activities.

You will also be responsible for:

- maintaining a *WHS Risk Assessment and Management plan* to specifically identify and manage Work Health and Safety Risks in relation to your soil extension activities. The assessment must be done by a competent person (a person who has proper training and experience in a particular area of work, together with an understanding of what is required under relevant safety regulations). For more information, refer to the [Model Code of Practice](#) by Safe Work Australia. The department may request this plan at any time.
- meeting the terms and conditions of the grant agreement and managing the activity efficiently and effectively

- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement
- providing data collected during the grant agreement for incorporation into relevant national databases
- working collaboratively with regional and national networks
- maintaining a safe working environment
- attending an annual training session, delivered by the department.

## 12.2 Reporting

You must submit progress and final reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports with the grant agreement. The required reports will be tailored to the proposal. We will expect you to report on:

- extension activities described in your application
- progress against agreed key performance indicators and milestones as a means of measuring progress against the stated outcomes
- cash and in-kind contributions of participants directly related to the activities
- eligible expenditure of grant funds.

### **Progress reports**

Progress reports must be submitted by the report due date (you can submit reports ahead of time if you have completed relevant activities) and on the template supplied to successful grantees.

You must tell us of any reporting delays with us as soon as you become aware of them.

### **Final report**

You must submit a final report and a financial declaration by the due date on the template supplied to successful grantees.

## 12.3 Grant agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You will be able to request a variation by contacting your Funding Arrangement Manager, Community Grants Hub.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

## 12.4 Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

## 12.5 Record keeping

We may also inspect the records you are required to keep under the grant agreement.

## 12.6 Evaluation

We will evaluate the grant program to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand the impact of your activities and to evaluate how effective the program was in achieving its outcomes.

## 12.7 Acknowledgement

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth by saying:

'National Landcare Program Smart Farms Small Grants – an Australian Government initiative'.

Successful applicants will be provided with the logo in several formats, together with further guidance material as required.

## 13. Probity

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

These guidelines may be changed by the department. When this happens, the revised guidelines are published on [GrantConnect](#) and the [Community Grants Hub](#) websites.

### 13.1 Enquiries and feedback

#### **Complaints about this grant opportunity**

The [Department of Social Services feedback and complaints process](#) apply to complaints about this grant opportunity. All complaints about this grant opportunity, including grant decisions, must be made in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

#### **Complaints about the selection process**

Applicants can contact the complaints service with complaints about the Community Grants Hub's service/s or the selection process.

Details of what makes an eligible complaint can be provided by asking the Community Grants Hub. Applicants can use the [online complaints form](#) on the [Department of Social Services \(DSS\)](#) website or contact the DSS Complaints line.

Phone: 1800 634 035

Email: [complaints@dss.gov.au](mailto:complaints@dss.gov.au)

Mail: Complaints  
GPO Box 9820  
Canberra ACT 2601

#### **Complaints to the Ombudsman**

If you do not agree with the way the Community Grants Hub or the department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually investigate a complaint unless the matter has first been raised directly with the Community Grants Hub or the department.

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072

Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au)

Website: [www.ombudsman.gov.au](http://www.ombudsman.gov.au)

## 13.2 Conflicts of interest

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

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

You will be asked to declare, as part of your application, any perceived or existing conflicts of interest or that, to the best of your knowledge, there is no conflicts of interest.

If you later think there is an actual, apparent, or perceived conflicts of interest, you must inform the department and the Community Grants Hub in writing immediately.

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

We publish our conflicts of interest policy on the [Community Grants Hub](#) website.

## 13.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

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

Your personal information can only be disclosed to someone else for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and give out information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the department would breach an Australian Privacy Principle as defined in the Privacy Act.

### 13.4 Confidential information

Other than information available in the public domain, you agree not to give out to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all of the conditions below:

1. You clearly identify the information as confidential and explain why we should treat it as confidential.
2. The information is commercially sensitive.
3. Revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, state, territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

### 13.5 Freedom of information

All documents that the Australian Government has, including those about this grant opportunity, are subject to the [Freedom of Information Act 1982](#) (FOI Act).

The purpose of the FOI Act gives people the ability to get information held by the Australian Government and its organisations. Under the FOI Act, people can ask for documents the Australian Government has. People may not be able to get these documents if these documents need to protect essential public interests and private and business affairs of persons who the information relates to.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail:           Freedom of Information Team  
                      Government and Executive Services Branch  
                      Department of Social Services (DSS)  
                      GPO Box 9820  
                      Canberra ACT 2601

By email:         [foi@dss.gov.au](mailto:foi@dss.gov.au)

## 14. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <a href="#">Public Governance, Performance and Accountability Act 2013</a>
activity	the discrete tasks or sub-project endeavours or actions done to achieve the project objective. The tasks and services that the grantee is required to undertake with the grant money. It is described in the grant agreement.
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all the grant administration processes.
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
best practice sustainable agriculture	<p>is an integrated system of plant and animal production practices and techniques that have site-specific application that are shown by research and experience to produce optimal results compared to other means and are suitable for widespread adoption. It strikes a good balance between the need for food, fibre and forestry production and the preservation of the natural resources within the environment upon which production rests. Over the long term it will:</p> <ul style="list-style-type: none"> <li>▪ satisfy human food, fibre and forestry needs</li> <li>▪ enhance environmental quality and the natural resource base (soil, water, vegetation and biodiversity) upon which the agricultural economy depends</li> <li>▪ make the most efficient use of non-renewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls</li> <li>▪ sustain the economic viability of farm operations</li> <li>▪ enhance the quality of life for farmers and society.</li> </ul> <p>It includes farm, forestry fishing and aquaculture industries.</p>
co-contribution	Funding, or capital items provided by the applicant in addition to the funding requested, to perform/deliver a Soil Extension Activity
commencement date	the expected start date for the grant activity.

Term	Definition
Commonwealth entity	a department of state, or a parliamentary department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <a href="#">PGPA Act</a> .
<i>Commonwealth Grants Rules and Guidelines (CGRGs)</i>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
competent person (WHS)	means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the activity and can develop a WHS Risk Assessment and Management plan for that activity.
completion date	the expected date that the grant activity must be completed, and the grant spent by.
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Funding Arrangement Manager	is the officer responsible for the ongoing management of the grantee and their compliance with the grant agreement.
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> <li>a. under which relevant money<sup>6</sup> or other <a href="#">Consolidated Revenue Fund</a> (CRF) money<sup>7</sup> is to be paid to a grantee other than the Commonwealth; and</li> <li>b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.</li> </ol>

<sup>6</sup> Relevant money is defined in the PGPA Act. See section 8, Dictionary.

<sup>7</sup> Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
grant activity/activities	refers to the project/tasks/services that the grantee is required to undertake.
grant agreement	sets out the relationship between the parties to the agreement and specifies the details of the grant.
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	a 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single Portfolio Budget Statement Program.
GrantConnect	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
grantee	organisation which has been selected to receive a grant.
National Soil Monitoring and Incentives Pilot Program	a 2-year <b>National Soil Monitoring and Incentives Pilot Program</b> will be trialled to improve our understanding of Australia's soil condition and how to better manage it, assess the impact of land management practices on soil, assist farmers to improve their productivity and profitability, and better support farmers to participate in other programs such as the Emissions Reduction Fund.
on-farm	includes locations where Australia's farming, fisheries, aquaculture and forestry activities are undertaken.
project	the set of activities being funded (at least in part) by the grant.
project objective	the result the grantee aims to achieve from completion of the project.
Selection Advisory Panel (SAP)	comprised of industry experts with a range of skills it provides strategic oversight, advice and recommendations to the decision maker on assessed applications from the program specific, service provider composition and service location perspectives.
selection criteria	comprise eligibility criteria and assessment criteria.
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria.

Term	Definition
Soil Extension Activities	<p>As set out in Section 5.2, eligible Soil Extension Activities include:</p> <ul style="list-style-type: none"> <li>▪ engaging a suitably qualified person/s with have qualifications in soil science or similar field or demonstrated experience in performing soil management extension activities or be in the process of attaining the aforementioned qualifications or experience, and/or;</li> <li>▪ approved activities that must be provided by a suitably qualified person and may involve, but is not limited to: <ul style="list-style-type: none"> <li>– conducting workshops, seminars, roadshows or field days to increase farmers, land managers and their advisers understanding of soil testing, soil test results interpretation, and land management practices to improve soil health.</li> <li>– creating communications products, webinars or online materials to increase land managers and farmers awareness of, soil testing, soil test results interpretation, and land management practices to improve soil health.</li> <li>– delivering extension activities that improve the understanding of how good soil and nutrient management contributes to delivering productive and profitable farm businesses, and sustainability outcomes.</li> <li>– information and demonstrations of contemporary and emerging technologies and practices to that can be used to improve soil health.</li> <li>– establishing trials, demonstration and monitoring sites to demonstrate soil sampling and testing processes, and associated land management practices to improve soil health, which will be able to be attended by land managers and farmers.</li> </ul> </li> </ul>
suitably qualified person	<p>A suitably qualified person will have qualifications* in soil science or similar field or demonstrated experience in performing soil management extension activities or be in the process of attaining the aforementioned qualifications or experience.</p> <p>* Suitable qualifications may include, but are not limited to, a bachelor's degree and/or diploma in a science, agriculture and/or environment field with soil science specific units. A minimum level of a diploma is required.</p>

Term	Definition
value for money	<p>is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to the:</p> <ul style="list-style-type: none"> <li>▪ the quantum of the grant in relation to the outcomes achieved</li> <li>▪ the value of any cash or in-kind co-contribution</li> <li>▪ quality of the project proposal and activities</li> <li>▪ fit for purpose of the proposal in contributing to government objectives</li> <li>▪ the relative weight of the private and public benefit achieved by the grant proposal</li> <li>▪ absence of a grant is likely to prevent the grantee and government's outcomes being achieved</li> <li>▪ potential grantee's relevant experience and performance history.</li> </ul>