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|  |
| --- |
| BushBank private land restoration and protection  EOI submission |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| Offer submitted by: | [Applicant name – main applicant]  [list all other organisations included in any partnership application] |
| Project Name: | [Project Name] |

**Signed for and on behalf of the [Applicant name- lead applicant]**

I warrant that in submitting this response I have read and accept the conditions of the EOI

|  |  |
| --- | --- |
| Name of authorised person: |  |
| Position: |  |
| Address: |  |
| Email: |  |
| Telephone: |  |
| Signature of authorised person: |  |
| Date: |  |

**Contact details for further information (if different to the above)**

|  |  |
| --- | --- |
| Name of contact person: |  |
| Position: |  |
| Email: |  |
| Telephone: |  |

## Information to be provided by applicants in the EOI response form

Submissions must be on this template and include

1. an ESRI shapefile including the following suite of files \*.shp, \*.prj, \*.dbf, and \*.shx and in VICGRID94 projection (Datum: Geocentric Datum of Australia 1994) showing the location and extent of the project that accords with the EOI submission information.
2. an Excel file (populated template that accords with the EOI submission information)
3. a suitable scaled image of the proposed project area

It is preferable that each application include one landscape area where the project will be implemented, and that the landscape area is spatially identified as narrowly as practical (i.e. be confined to the area where you will implement the project). Where the application includes more than one landscape area, details for each landscape area must be included. In addition, such applications must note if the project is dependent on all landscape areas being approved as a collective, or if the project scope is negotiable.

## Instructions for completing this template

1. All responses must be provided within the specified fields, replace the description text with your response
2. Invitees must respond to all sections of this template.
3. Invitees must include any attachments requested in this template (e.g. pdf maps, GIS data, Excel file)

It is essential that you are familiar with the *BushBank private land restoration and protection - Open call to market to select a delivery partner* (program guidelines) prior to completing this template

## Lodgement of submissions

All submissions must be lodged electronically by **9:00 am on Monday 30 May 2022** in an acceptable file type, such as Word, Excel, PDF, JPEG, GIS shapefile, via email to **bushbank.program@delwp.vic.gov.au** with **“Private land invitation”** in the title of the email.

Files should be zipped as required to ensure the maximum size of all attachments does not exceed 10MB.

## Privacy

Any personal information about you or a third party in your application will be collected by the department for the purposes of administering your grant application and informing Members of Parliament of successful applications. Personal information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* and other applicable laws.

DELWP is committed to protecting the privacy of personal information. You can find the DELWP Privacy Policy online at www.delwp.vic.gov.au/privacy.

Requests for access to information about you held by DELWP should be sent to the Manager Privacy, P.O. Box 500 East Melbourne 8002 or contact by phone on 9637 8697.

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## 

Delivery partner eligibility criteria confirmation

Table 1: Delivery partner eligibility criteria confirmation

| Eligibility criteria | Confirmation |
| --- | --- |
| Be an incorporated or statutory entity (including governmental, not-for-profit or private entity) with financial systems in place for receiving, managing and acquitting government funding |  |
| Have experience in delivery of native vegetation restoration projects in Victoria with a good track record in delivering successful projects to a high standard on time and within budget |  |
| Have existing relationships with landowners within the proposed project landscape area(s) |  |
| Have links and/or previous experience working with other organisations within the proposed project landscape area(s), where those organisations are proposed to be involved in project delivery |  |
| Have appropriate systems, processes and procedures in place to identify and manage risk that complies with all relevant laws and regulations including the *Occupational Health and Safety Act 2004* and *Occupational Health and Safety Regulations 2017* |  |
| Have appropriate systems, processes and procedures to ensure good governance, and a high standard of quality assurance for project delivery |  |
| Have demonstrated experience in delivering projects that access carbon co-funding from the specified market if the proposed project includes carbon co-funding |  |

Applicant’s information

## Lead applicant

|  |  |
| --- | --- |
| Trading name |  |
| Registered name |  |
| Australian Business Number (or equivalent) and date of issue |  |
| Australian Company Number (or equivalent) and date of issue |  |
| Address of registered office |  |
| Principal office in Victoria (if any) |  |
| Entity Type (as per the Australian Business Registrar) |  |

## Other project partners (if applicable – add a new section for each partner)

|  |  |
| --- | --- |
| Trading name |  |
| Registered name |  |
| Australian Business Number (or equivalent) and date of issue |  |
| Australian Company Number (or equivalent) and date of issue |  |

## Roles, responsibilities and governance

Any application involving a partnership must detail the key roles and responsibilities of each partner and describe the proposed governance arrangements (e.g. who is the lead with final responsibility for delivery and who is supporting and with what role).

|  |  |
| --- | --- |
| Organisation Name | Roles and Responsibilities |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Governance arrangements | Insert brief description of proposed governance model  [Word limit guide 100] |

## Quality assurance

Each application must describe how they will ensure quality restoration and the health and safety of all project participants

|  |  |
| --- | --- |
| Quality assurance | Describe how quality project deliverables and OHS will be assured  [Word limit guide 250] |

## Compliance Statement

The applicant must acknowledge their full compliance with Section 2 – Specifications of the ‘program guidelines’. Where the applicant will not comply or only partially comply with any section(s), cross reference the specific section and state “will not comply” or “partially comply” and provide your reasoning the table below.

|  |  |  |
| --- | --- | --- |
| Section | Category (“will not comply/partially comply) | Comment and reasoning |
|  |  |  |
|  |  |  |

## Financial viability

Confirm that you have the financial capacity to meet the requirements of the EOI. Disclose any significant event, matter or circumstance that has occurred in the past three years which may affect your operations, or any significant matter of which you are aware that may affect your operations.

|  |  |
| --- | --- |
| Financial viability |  |

## For carbon co-funding

If your application incudes carbon co-funding, confirm

|  |  |
| --- | --- |
| Membership with the Carbon Market Institute | Including joining and expiry dates as applicable |
| Signatory to the Australian Carbon Industry Code of Conduct | Including joining and expiry dates as applicable |
| Australian financial services licence or valid exemption | Include details |

Applicants’ expertise, experience and relationships

If the applicant is a partnership, detail which member(s) provides the expertise, experience and relationships.

|  |  |
| --- | --- |
| Expertise and experience | |
| Expertise and experience in biodiverse native vegetation restoration projects in Victoria, including recruitment of landowners to participate in ecological restoration or other environmental projects | Describe your expertise and experience, include project planning and management, stakeholder engagement, site selection, site preparation, restoration activities, and monitoring and evaluation.  Include details of how landowners were recruited, and relationships maintained.  If carbon co-funding proposed – previous experience delivering carbon projects is considered essential and this must be detailed here  [Word limit guide 600] |
| Project examples that demonstrate this experience | Provide details of at least two past projects, include project name, location, area, budget and date of delivery of at least two projects delivered.  If carbon co-funding is proposed – at least one past project should involve carbon funding.  [Word limit guide 300] |
| Brief curriculum vitae for each member involved in the project | Including details of qualifications, expertise and experience of key delivery staff  [Word limit guide 200 per member] |
| Relationships within project area(s)  *Any application that includes multiple project areas must include a separate response for each area* | |
| Existing landowner networks within your project area(s). | Describe your existing networks and include examples of recent engagement activities. Provide an estimated number of landowners you have good networks or relationships with.  [Word limit guide 250] |
| Existing and planned partnerships with other ***organisations*** in your project area(s). | Detail organisations that are part of your application or are likely to be used during implementation (e.g. as a contractor).  Include any examples of previous projects delivered with these organisations.  [Word limit guide 250] |

Project information

***An application that includes multiple landscape areas must include a separate project information response for each landscape area, and detail if the project is dependent on all landscape areas being approved or is negotiable.***

|  |  |
| --- | --- |
| Project name |  |
| Project summary | Provide a summary of the project  [Word limit guide 100] |
| Project description | Provide a more detailed project description – what is it about, what it hopes to achieve etc  [Word limit guide 300] |
| Number of landscape areas | If more than one landscape area detail if your application is dependent on all landscape areas being approved as proposed or is negotiable |
| **Add a new section for each landscape area** | |
| Landscape area location | List the relevant DELWP region(s) and local government area(s) |
| Landscape area Bioregion | List the relevant bioregion(s) |
| General description of the landscape area  Attach a PDF/JPG showing the project location at suitable scale with a suitable basemap (aerial image is preferable if project scale allows) | Briefly summarise the topography, main land uses (e.g. dairy, sheep, cropping as it relates to potential for viable seedbanks etc), climatic statistics, future climate predictions and how these relate to restoration success. Climate statistics are available from the BOM and future climate predictions can be viewed using Victoria’s future climate tool available from the climate change website <http://www.bom.gov.au/climate/averages/tables/ca_vic_names.shtml>  <https://www.climatechange.vic.gov.au/victorias-changing-climate>  [Word limit guide 300] |
| Bushfire risks | Describe the current bushfire risk in your project area and any potential increase in this. Refer to these websites for assistance.  <https://bushfireplanning.ffm.vic.gov.au/>  <https://www.safertogether.vic.gov.au/understanding-risk>  [Word limit guide 300] |
| Extent of land to be restored | Provide an estimated extent of land (or a range) to be restored by the project. If your own land is proposed to be restored detail this extent separately to third parties’ land. |
| Number of landowners expected to participate | Provide an estimated number of landowners expected to participate in the project. |

## Carbon co-funding

An application that includes co-funding from carbon markets acknowledges and takes full responsibility for any additional monitoring or reporting requirements that arise from participation in the carbon market. These costs will not be funded by BushBank. These applications must also provide the following information.

|  |  |
| --- | --- |
| Carbon market | List the applicable carbon market or standard and the anticipated source of the carbon funding [Word limit guide 100] |
| Carbon benefit | If known, provide the estimated carbon to be sequestered in CO2equivalent over the next 25 years. [Word limit guide 100] |
| Carbon revenue allocation | Detail over the life of the project the proportion of carbon revenue retained for project management, reporting and auditing and the proportion passed on to landowners.  [Word limit guide 100] |
| Project timeline implications or considerations | Detail any critical timing considerations that the BushBank program needs to accommodate. For example, funding agreement signing and project registration with the Clean Energy Regulator [Word limit guide 100] |

## Proposed project timing and implementation methods

***An application that includes multiple landscape areas must include a separate response for each area***

|  |  |
| --- | --- |
| Project timeline  Include this information in the Excel template as well as here | Provide an estimate of the project delivery timeline, including when on-ground works are expected to begin, when planting or seeding will begin and when the restoration is expected to be established.  [Word limit guide 100] |
| Landowner recruitment and relationship maintenance | Briefly describe the proposed method for recruiting landowners and managing relationships, with consideration of Trust for Nature’s role in conservation covenant establishment and stewardship.  [Word limit guide 100] |
| Landowner incentives | Briefly describe how you envisage calculating incentive payments to landowners and how you will address issues of variation in benefit and variation in cost to optimise participation rates and maximise value for money. If an anticipated incentive amount is known, provide the $/ha amount.  [Word limit guide 200] |
| Seed and/seedling sourcing | Briefly describe where you intend to source seeds and seedlings and how available the mix of species with the correct provenances are likely to be.  [Word limit guide 200] |
| On-ground works | Briefly describe the expected restoration methods (e.g. direct seeding or tube stock plantings or proportion mix of these) and who is likely to undertake the works (service provider, volunteers, delivery partner staff, landowners or a combination), noting that the delivery partner is responsible for restoration success, and that all works are expected to be conducted by or under the supervision of persons with restoration expertise.  [Word limit guide 200] |

## Expected project benefits

***An application that includes multiple landscape areas must include a separate response for each***

|  |  |
| --- | --- |
| **Landscape area location, methods and participation** | |
| Landscape area location  Attach an ArcGis shapefile that accurately maps the project area | Describe the project location in relation to the target landscape map, and where more than one priority value exists within the project area, estimate the hectares of restoration within each rank that the project will deliver. [Word limit guide 250]  Attach a suitable pdf map that clearly shows the project area and a GIS shapefile. |
| Local biodiversity benefits | Describe the local biodiversity benefits that the project will deliver, include any specific objectives for the project e.g. threatened species benefits, increased connectivity, improvements to habitat or landscape function and any alignment with existing conservation plans and strategies (including Biodiversity Response Planning and Species Recovery Plans) [Word limit guide 250] |
| Expected carbon outcomes, derived from EVC and restoration type  Include this information in the Excel template as well as here | The carbon benefit of the project will depend on the vegetation type to be restored considering current vegetation at the site. Describe the vegetation types or EVC’s that are expected to be restored across the project area and estimate the extent of each type and the proportion of revegetation, supplementary planting and assisted regeneration. A reasonable range of extent can be provided. [Word limit guide 250] |
| Broader benefits | Describe any broader benefits that the project may achieve including:   * First Peoples’ opportunities (including capacity building, knowledge sharing, on-ground works) * Community involvement including estimated volunteer hours and potential jobs * Building partnerships * Any in-kind benefits * Other social benefits   [Word limit guide 250] |

Project budget and co-funding

Include informed estimates of the required project budget against all of the categories described in the table below. Include more detail if available (e.g. an estimation of each sub-component) and potential budget phasing over the course of the project if known at this time. Include this information in the Excel template as well as here

|  |  |  |  |
| --- | --- | --- | --- |
| Project costs | Total Cost | BushBank | Co-Funding |
| Planning, administration and co-ordination and monitoring, evaluation and reporting (Project planning) |  |  |  |
| Landowner engagement, site assessment and native vegetation restoration plan development (Site planning) |  |  |  |
| On-ground works (site prep, seeds, seedlings, planting, fencing etc) |  |  |  |
| Incentive payments for landowners |  |  |  |
| Other – specify details if applicable |  |  |  |
| **TOTAL** |  |  |  |

|  |  |
| --- | --- |
| Total budget | Describe your level of confidence in the proposed budget and any potential margin for variation.  Provide details of any pricing principles adopted in determining the pricing for this procurement and how you propose to ensure value for money is continually offered.  [Word limit guide 250] |
| Co-funding | Describe the potential or known co-funding source (carbon, philanthropic etc). Include information on the degree of certainty of obtaining that co-funding (acknowledging that at the EOI stage this may not have been secured).  Include any additional requirements that will need to be met to secure that co-funding, and any consequences this may have on the timing or otherwise implementing the project.  [Word limit guide 250] |
| Additionality | If co-funding is proposed, describe how the outcomes of combining the funding will be additional to those than could be expected by investing these funding pools individually (e.g., the project would not be viable without the BushBank funding; the co-funding would be unlikely to be accessed in the absence of the BushBank funding; greater efficiencies will enable more hectares to be restored than would be available individually)  [Word limit guide 250] |

## Project Implementation Plan preparation

If you will require funding to prepare the implementation plan specify the tasks and required budget in the table below

|  |  |
| --- | --- |
| Item | Cost |
|  |  |
|  |  |
|  |  |
| TOTAL budget |  |
| In-kind or co-funding |  |
| **TOTAL requested from BushBank** |  |

Project Risk Management

|  |  |
| --- | --- |
| Risk management system. | Do you have a risk management system to manage risk in accordance with Australian/New Zealand ISO 31000:2018 Risk management — Guidelines  Yes  No  If no, describe how will you manage risk for the project to fulfil the requirements of ISO 31000:2018 Risk management — Guidelines.  [Word limit guide 250] |

## Preliminary risk assessment

Complete a preliminary risk assessment by completing the below tables below, using the risk matrices provided in Appendix A. Applicants must respond to risks 1-4 plus identify any additional risks which will require management for successful project delivery

* + 1. Project risk register

*List the* **project risks** *that could have an impact on the delivery of the intended outcomes.*

| ID | Risk | Consequence rating  (1-5) | Likelihood rating  (1-5) | Risk rating (low, moderate, significant, high) |
| --- | --- | --- | --- | --- |
| 1 | Project fails to achieve the spatial extent of restoration originally proposed |  |  |  |
| 2 | Project is unable to recruit sufficient landowners to participate |  |  |  |
| 3 | Restoration fails within first 5 years of planting |  |  |  |
| 4 | Delivery partner partnership fails (where the delivery partner is proposed as partnership) |  |  |  |
| 5 |  |  |  |  |

* + 1. Project risk mitigation

*Outline any* **existing****controls** *or* **proposed risk mitigation strategies** *and the subsequent revised risk ratings for each risk identified.*

| ID | Risk action  (retain, reduce, transfer, share, avoid) | Existing control or proposed mitigation action | Revised consequence rating  (1-5) | Revised likelihood rating  (1-5) | Revised risk rating  (low, moderate, significant, high) |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

Referees

Provide two referees that DELWP could contact regarding your ability to deliver your proposed project.

|  |  |
| --- | --- |
| Name and contact details:  Name of past project/work undertaken:  Nature of relationship:  Period: |  |
| Name and contact details:  Name of past project/work undertaken:  Nature of relationship:  Period: |  |

Appendix A: Risk Assessment matrices

* + 1. Ascertain the Likelihood Rating

|  |  |  |
| --- | --- | --- |
| Rating | % | Description |
| 1. Rare | 0-4 | * Event may occur only in exceptional circumstances |
| 1. Unlikely | 5-19 | * The event could occur at some time * There is little opportunity, reason or means to occur |
| 1. Possible | 20-49 | * The event might occur * There is some opportunity, reason or means to occur |
| 1. Likely | 50-79 | * The event is likely to occur in most circumstances * There is considerable opportunity, reason or means for the event to occur |
| 1. Almost certain | 80-100 | * The event is expected to occur in most circumstances * There is a great opportunity, reason or means to occur |

* + 1. Ascertain the Consequence Rating

|  |  |  |
| --- | --- | --- |
| Consequence | Score | Consequence Definition |
| Negligible Harm | 1 | * The consequences are dealt with by routine procedures. |
| Minor Harm | 2 | * Would threaten the efficiency or effectiveness of some aspect of the project but can be dealt with internally. * Low community sensitivity. |
| Moderate Harm | 3 | * Would not threaten the project but would mean that the project may be subject to significant review and change to contract. * Moderate community sensitivity. |
| Major Harm | 4 | * Would threaten the effective delivery of the project and harm the reputation of DELWP and the Minister. * Significant community sensitivity. |
| Extreme Harm | 5 | * Would threaten the survival of the project and the significantly harm the reputation of DELWP and the Minister. * Extreme community sensitivity. |

* + 1. Determine the Level of Risk

Once the consequence and likelihood ratings have been determined for each risk, it can then be assessed against this risk matrix to establish the overall level of risk.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Consequence** | | | | | |
| **Likelihood** |  | **Negligible (-1)** | **Minor (-2)** | **Moderate (-3)** | **Major (-4)** | **Extreme (-5)** |
| **Almost Certain (5)** | **Medium** | **Significant** | **High** | **High** | **High** |
| **Likely (4)** | **Medium** | **Medium** | **Significant** | **High** | **High** |
| **Possible (3)** | **Low** | **Medium** | **Medium** | **Significant** | **High** |
| **Unlikely (2)** | **Low** | **Low** | **Medium** | **Medium** | **Significant** |
| **Rare (1)** | **Low** | **Low** | **Low** | **Medium** | **Significant** |