



PROJECT FUNDING GUIDELINES

2022-23 GRANT ROUND

ABN: 48 958 802 981

IMPORTANT DATES

APPLICATION OPEN:	26 APRIL 2022
APPLICATIONS CLOSE:	25 JUNE 2022
FUNDING AVAILABLE	1 SEPTEMBER 2022

Enquiries and feedback always welcome:

Phone: Tracy Zhou Secretary/Treasurer - 03 6165 3807

Enquiry email: infish@ifs.tas.gov.au

Postal: 17 Back River Road, NEW NORFOLK TAS 7140

FUND BACKGROUND

A trust called the Fisheries Habitat Improvement Fund Inc. was founded in 2000 to provide independent support for freshwater habitat environmental improvements by funding projects that made a contribution to freshwater ecology. The first project supported by the Fund was the rehabilitation of Shannon Lagoon.

After a period of inactivity a new committee was appointed and following a competitive process, in 2019-2020 the Derwent Catchment Project Inc was supported by the Fund to develop and commence implementation of a strategic action plan for a reach based approach to willow control in and restoration of the Tyenna River.

The Fund is now seeking project proposals from interested parties for small projects that support restoration of or improvements to freshwater fish habitat.

The Fund has the sole discretion to award funding and has responsibility to ensure Fund operations are in accordance with legislative requirements.

The Fund bears no administrative costs with 100% of donations applied to projects. Administration costs are borne by the Inland Fisheries Service and volunteers.

Objectives of the Fund:

- The Fisheries Habitat Improvement Fund was created to support, preserve, protect or enhance fresh water fish habitat in Tasmania.

Eligibility to apply:

- Not for profit;
- Incorporated or be a not-for-profit legal entity, or sponsored by an incorporated organisation or a not-for-profit legal entity;
- Based in Tasmania, or proposing to undertake a project in Tasmania.

Evaluation Criteria:

- Clear explanation of the project and its objectives;
- Demonstrated benefit to the Tasmanian freshwater habitat and the angling community;
- The technical merit of the proposal;
- Value for money;
- Community support for the project, particularly from any partners;
- Levels of other financial or in-kind contributions;
- Capacity to complete the project;
- Adequate consideration of the risks;
- Volunteer and community involvement with the project;
- Any ongoing maintenance of the project has been adequately addressed:

Funding exclusions:

- Projects where funding is more suitably sourced from another organisation;
- Projects which produce a private benefit to a specific business or person(s);
- Projects that replicate services or programs that already exist.
- Ongoing operational costs;
- Projects where the only outcome is a one off event that does not provide long-term outcomes for participants and the community;
- Items or services that the applicant is contracted to provide;
- Insufficiently defined items, e.g. contingency, sundry and miscellaneous items;
- Strategic, business or communication plans or feasibility studies.

Eligible, not for profit organisations include Councils and State Government Departments.

Most incorporated organisations in Tasmania are incorporated through the *Incorporation Act* however there are a few organisations that were established prior to this Act through their own Act of Parliament. If your organisation was incorporated and through the *Incorporation Act* you should tick yes to the question that asks you if you are incorporated and no to the question that asks if your organisation is constituted through an Act of Parliament other than the incorporation act.

If the Fund receives more applications than it has capacity to support some worthwhile projects may not be funded, or may be offered partial funding.

Potential applicants are encouraged to discuss their proposal with Fund staff early in the application process.

Project Funding is available for one year.

Total project funding available in 2022-23 is \$20,000.

FINANCIAL INFORMATION, BUDGETS & GOODS AND SERVICES TAX

Financial Information

It's the applicant's responsibility to ensure that the budget and other financial information is correct, fully completed and the budget (income and expenditure) adds up.

The Fisheries Habitat Improvement Fund Inc. reserves the right to reject an application that contains insufficient financial information or that contains GST or budgetary information that is incorrect.

Fisheries Habitat Improvement Fund Inc. staff are available to provide advice on budget or other financial information prior to the submission of any application.

Cash Contribution

All applicants are encouraged to contribute cash (either from their own funds or from another source) to a minimum of 25% of the amount being sought from the Fisheries Habitat Improvement Fund Inc.

All applicants are encouraged to ensure that they have sought cash and in-kind contributions from a variety of sources.

Budgets

The Fisheries Habitat Improvement Fund Inc. relies on the accuracy of information provided in applications, including budgets.

Some recipients maybe disadvantaged because they request less funds than an accurate budget would show. Once the Fund has awarded a grant, any shortfall needs to be covered by the organisation or other funding sources.

In cases where an applicant has incorrectly requested more funds than its budget would suggest, the Fund may award a lower amount.

The Fisheries Habitat Improvement Fund Inc. strongly encourages applicants to double-check amounts in the budget to ensure that the requested are accurate. Once you have completed your budget you should ensure that the response to the total amount requested question in the *Organisation Project Details* section shows the correct amount requested from the Fisheries Habitat Improvement Fund Inc. Unfortunately, if budgets are not correct the application will not be able to be assessed.

Applicants need to make sure that:

- All three columns of the income and expenses tables are completed;
- The total income and the total expenses match;
- Their GST status response is correct;
- The amount of money allocated to each funding source in the budget expenses matches the amount indicated in the income. For example, if the income table states that the applicant will be contributing \$5 000, then there must be a budget line items in the expenses table that are allocated to the applicant in the funding source column that add up to \$5 000.

Applicants should also make sure they are providing detailed budgets. If the budgets do not include sufficient information for the Fund to determine how the funds would be spent, they are less likely to be approved. For instance, construction costs need to be broken down into distinguishable line items (slab, framing, electrical, plumbing, etc.) and employment costs need to identify the position, the pay rate and the FTE load. Shared costs (those that will be partially funded by the FHIF Inc. and another party) need to clearly explain what amount or percentage of the line item will be attributed to each party.

Example of information to be provided

Funding Source	Amount	Has funding been secured?
Fisheries Habitat Improvement Fund Inc.	\$5,000.00	No
Applicant	\$5,000.00	Yes
Applicant – in-kind labour	\$2,000.00	Yes
Local Service Club	\$3,000.00	Yes
Supplier Discounts	\$2,000.00	Yes
Fundraising	\$2,000.00	No
Council	\$1,000.00	Yes
Total	\$20,000.00	

Sample budget for an organisation that is not registered for GST

Project Expenses Example

Item/Service	Amount	Funding Source
Project Manager – 0.1 FTE Level 3 SCSA Award plus on-costs	\$5,000.00	FHIF
Project Manager – 0.1 FTE Level 3 SCSA award plus on-costs	\$5,000.00	Applicant
100 hours @ \$20 per hour – Project supervision, mentoring	\$2,000.00	Applicant in-kind
Shed kit – 3m x 3m	\$6,000.00	Council (\$1,000), Local Service Club (\$3,000) and Supplier Discount (\$2,000)
Plumbing	\$2,000.00	Fundraising
Total	\$20,000.00	

Project Income Example

Funding Source	Amount	Has funding been secured?
Fisheries Habitat Improvement Fund Inc.	\$5,000.00	No
Applicant	\$5,000.00	Yes
Applicant in-kind labour	\$2,000.00	Yes
Local Service Club	\$3,300.00	Yes
Council	\$1,100.00	Yes
Supplier Discounts	\$2,200.00	Yes
Fundraising	\$2,200.00	No
Total	\$20,800.00	

Project Expenses Example

Item/Service	Amount	Funding Source
Project Manager – 0.1 FTE Level 3 SCSA Award plus on-costs	\$5,000.00	FHIF
Project Manager – 0.1 FTE Level 3 SCSA award plus on-costs	\$5,000.00	Applicant
100 hours @ \$20 per hour – Project supervision, mentoring	\$2,000.00	Applicant in-kind
Shed kit – 3m x 3m	\$6,600.00	Council (\$1,000), Local Service Club (\$3,300) and Supplier Discount (\$2,000)
Plumbing	\$2,200.00	Fundraising
Total	\$20,800.00	

Other Financial and In-Kind Support

The Fisheries Habitat Improvement Fund Inc. encourages applicants to seek as much financial and in-kind support from other individuals and organisations as possible. Information on how these contributions have been sourced and what the funds will be used for should be contained in the project description and the figures should be included in the budget.

Specialist volunteer time, e.g. electrician, graphic designer, surveyor, should be calculated at their professional rate. General volunteer labour should not be costed.

The Fund encourages applicants to make sure that volunteers/in-kind amounts are realistic and are in addition to the support that volunteers/staff would provide in their normal day to day activities.

Income Tax

If applicants are unsure of the tax implications of receiving a grant from the Fisheries Habitat Improvement Fund Inc. they should contact the Australian Tax Office for advice.

Goods and Services Tax

There are a few simple rules to keep in mind when dealing with GST.

1. The Fund will gross-up a grant by 10% for GST when the recipient is:
 - An incorporated applicant or other not-for-profit legal entity registered for GST; or
 - An unincorporated applicant which is sponsored by an incorporated body or other not-for-profit legal entity registered for GST.

Therefore, the amount requested should be **exclusive** of GST.

2. The Fund has determined to include GST as part of the grant where:
 - An incorporated recipient or other not-for-profit legal entity is NOT registered for GST; or
 - An unincorporated applicant is sponsored by an incorporated body or other not-for-profit legal entity NOT registered for GST.

Therefore, the amount requested should be **inclusive** of GST.

How to convert a GST-inclusive amount to GST-exclusive

If you have received a quote that includes GST, but does not itemise the GST amount, divide the total amount by 11 then multiply by 10 to work out the amount without GST.

How to convert a GST-exclusive amount to GST-inclusive

Add 10% to the cost.

Need help?

Please contact the Australian Tax Office on 13 28 66 or www.ato.gov.au if you require any clarification on GST.

Please note that the ATO requires all non-profit organisations with a turnover of \$150,000 or more to register for GST. Non-profit organisations with a lower turnover may choose to register.

Some special comments

Planning

The Fund encourages applicants to commence their application planning as soon as possible. It often takes considerable time to obtain relevant quotes and letters of support and to discuss the project with relevant stakeholders.

Outcomes and Objectives

The Fund encourages applicants to ensure that the outcomes and objectives provided in the application are clear and understandable and that they are consistent with the requested line items in the budget.

Proven Record

The Fund encourages applications from organisations with a proven record of working with their community.

Budgets

The Fund encourages applicants to ensure that project income and expenditure balance. To enable the Fund to fully understand what they are being asked to support, the Fund encourages applicants to provide itemised/detailed budgets. The Fund encourages applicants to ensure that items contained in the budget are consistent with the outline of the project.

Unsecured Monies

The Fund encourages applicants to secure as many other contributions to their project as possible. The Fund is unlikely to support projects that have a significant amount of monies that are unsecured with no guarantee that those monies can be secured.

Organisation and Other Funding/In-Kind Support

The Fund encourages applicants who have the ability to make a cash contribution to the project to do so and to ensure that the contribution is directly related to the project.

The Fund encourages applicants to source other funding or in-kind support for their project to assist with the demonstration of community support.

The Fund encourages applicants to make sure that volunteer/in-kind amounts are realistic and are in addition to the support that volunteers/staff would provide in their normal day to day activities.

The Fund also encourages applicants to make sure that volunteer/in-kind amounts are directly attributable to the project and are not being used to artificially inflate the applicants' contribution.

Supplier Discounts

The Fund encourages applicants to provide details of any supplier discounts in the application budget.

Shared Costs

The Fund encourages applicants to provide details of the percentage or dollar value of each contribution where there is a shared cost item in the budget.

Organisational Surpluses

Lower preference will be given to applicants which appear to have sufficient resources to undertake the project without FHIF Inc. funding (e.g. they have relatively large accumulated surpluses).

Demonstrated Need

The Fund encourages applicants to provide a compelling case to demonstrate the need for a project.

The Fund encourages applications to demonstrate a current need as they are unlikely to fund projects based on an expectation of a future need.

Cooperation and Amalgamation

The Fund encourages cooperation and amalgamation of efforts.

Evidence of Partnerships

If there are formal or informal partnerships in place to assist with the delivery of the project, the Fund encourages applicants to provide evidence of the partnership through letters of support or financial/in-kind contributions to the project.

Letters of Support

Letters of support are a very good way to demonstrate the community need and support for project applications. Applicants are required to provide three letters of support. Applicants are encouraged to provide letters from individuals or organisations who will directly benefit or be involved in the project. However, the Fund encourages applicants to seek these letters of support from a third party e.g. partner, beneficiaries as letters from representatives of the applicant organisation will not be considered.

The Fund encourages applicants to ensure that letters of support are current and that they are meaningful and specific to the project application being submitted.

Sustainability

The Fund encourages applicants to include information on how the project or its impacts will continue beyond the life of the Fund project.

Links and References

The Fund encourages applicants to provide all requested details in the application.

Infrastructure

When seeking funds for infrastructure improvements, the Fund requires applicants to provide information on ownership/tenure of the property.

Participant Numbers

To provide a better understanding of the numbers to benefit, the Fund encourages applicants to ensure that participating numbers are consistent and realistic throughout the application.

Conflicts of Interest and Financial Benefits

The Fund encourages applicants to declare all conflicts of interests and/or financial benefits that will arise for members of the organisation if the application is successful.

Incomplete applications

The Fund is unlikely to support applications which do not supply the requested information, or present it in a format which makes it difficult to assess.

Unrealistic projects

It is unlikely the Fund will fund projects assessed as being:

- Unrealistic in outcomes, timeframe or budget;
- Likely to be beyond the capacity of the applicant; and/or
- Unlikely to proceed in the next 12 months.

Lower overall preference

The Fund assesses projects with an eye to funding those which are likely to bring the most value to the environment. Many worthwhile projects have merit, but may not provide the most benefit when compared to other applications.

Land or building projects

If a project involves improvements to land or buildings, details should be provided of the property's specific address, and the ownership and/or leasehold arrangements of the land/buildings. If the owner is not the applicant, include written evidence of the owner's approval for the alterations/improvements to the land/buildings. Three photos of the existing condition of the building or site should also be included.

The Fisheries Habitat Improvement Fund Inc.'s experience is that significant periods of time can be taken up in local council or other authority approval processes for some projects. Where council or other authority is required, applicants must show:

- All approvals required;
- Evidence of approvals already obtained; and
- Evidence of your ability to obtain all the required approvals within six months – e.g. a letter from the council.

There are often lengthy delays in finding qualified tradespersons to undertake construction work, particularly in more remote parts of the state. It is important to factor this in to the project's timeline.

Individual membership-based clubs

The Fisheries Habitat Improvement Fund aims for the grants to provide the most environmental value.

When assessing applications from clubs where members pay a membership or usage fee, the Fund will give preference to projects which demonstrate that the project will provide substantial benefit to the recreational fresh water fishing community (i.e. in addition to those members).

Community benefit may be shown by removing barriers to participation, increased use of facilities by other groups, and/ or addressing or promoting diversity of participants including younger persons and women.

GRANT APPLICATION CHECKLIST

Please use this checklist to help complete your application

Incomplete applications will not be considered

<p>Before you prepare your application:</p>	<p>Read the guidelines carefully and consider if your organisation is eligible to apply Consider carefully the evaluation criteria (page 3) Contact the Fund to discuss your project</p>	
<p>Before you submit your application, make sure you:</p>	<p>Provide information relating to your organisation, including ABN and GST status and incorporation or entity details</p> <p>Indicate the region and project area</p> <p>Clearly indicate if you have outstanding reporting obligations from previous grants</p> <p>Complete all the required fields on the application form-you will not be able to submit your application until the required questions have been answered</p> <p>If your organisation is unincorporated or is not legal entity:</p> <ul style="list-style-type: none"> • Provide details of your sponsor; and • Attach the letter from your sponsoring organisation <p>Obtain Council or other approvals where necessary</p> <p>Sign the application form</p> <p>Contact the FHIF Inc. to request a review of your draft application. This must be done at least 7 days prior to the application due date</p> <p>Read the Personal Information Collection Authority</p> <p>Submit the application on time. The FHIF Inc. doesn't accept late applications so try to submit your application by 4.30pm on the due date to give you time to deal with any issues that you may encounter</p> <p>Keep a copy of your funding application for your records. A copy will be emailed to you once you press the submit button</p>	

ASSESSMENT PROCESS

The Fund assess all applications on their individual merits and against all other applications, in accordance with the evaluation criteria and the processes outlined in these guidelines. The Fund may refer an application to relevant people for specialist advice.

After assessing an application, the Fisheries Habitat Improvement Fund Inc. will:

- Award the grant in full;
- Award the grant in part (if this is acceptable to the applicant and the community benefit is considered sufficient);
- Award the grant subject to meeting special conditions; or
- Not award the grant.

Assessment Table

Activity	Timeframe
Grant 2022-23 Open	13 April 2022
Grant Round Closes	13 June 2022
Applications acknowledged	Within two weeks of the closing date <i>If you don't receive an acknowledgment letter, please call Tracy on 6165 3807</i>
Grants disbursed to successful applicants	30 September 2022

Lodgement

Applications should be electronically submitted through www.ifs.tas.gov.au

Applications close 5pm on the 15 June 2022. Applications submitted electronically by this time will be accepted. **Late applications will not be considered.**

ARRANGEMENTS FOR SUCCESSFUL APPLICANTS

Grant Deeds

All successful applicants will be required to enter into a grant deed with the FHIF Inc. If the applicant is unincorporated or is a non-legal entity, the project sponsor and applicant will sign the grant deed.

The deed sets out the obligations of the parties. It is important to ensure that you fully understand the obligations under the deed before signing it. In particular, the deed binds the recipient/sponsor to:

- Use the grant for the purpose in which it was provided, and for the specific items listed on the deed;
- Meet any specified conditions required by us;
- Seek written permission from us prior to any changes to the project, budget or timeframe;
- Provide satisfactory project reports on time;
- Return any unexpended funds; and
- Acknowledge the FHIF Inc. as a source of funding for the project.

Approval of a grant does not commit the Fisheries Habitat Improvement Fund Inc. to any future financial assistance to the organisation.

Payment of Grant

Once the deed has been signed, the funds will be electronically transferred to the nominated bank account of the organisation, subject to any special conditions being met. Where a recipient is unincorporated or is a non-legal entity, payment will be made to the sponsoring organisation,

The Fisheries Habitat Improvement Fund Inc. will often provide a single grant payment. However, funding may be provided over a longer timeframe or in instalments, if an applicant requests or at the FHIF Inc.'s discretion. The timing and amounts of such payments will be discussed with the

successful recipient. The FHIF Inc. will usually require that satisfactory reports be provided before instalment payments will be made.

Reporting Obligations

The Fisheries Habitat Improvement Fund Inc. wants to hear how the project achieved its objectives. Each recipient is to provide a report to us within **3 months of the project's completion date** specified in the deed.

Final project reports will document the outcomes and achievements of the project and measure its success in meeting its original objectives. It is an important document because it is the proper way grant recipients show the community, through FHIF Inc., that the funds have been used for the community's benefit.

Grant recipients are encouraged to include in reports additional information such as photographs, newsletters, newspaper clippings, etc.

Where an organisation (applicant OR sponsor) has outstanding obligations, it will not be considered for future funding until its obligations have been met. This is to ensure that funds allocated to current projects have been used appropriately. The FHIF Inc. is able to accurately and effectively record organisations that submit late, incomplete or inaccurate reports and may use this information to determine any risks associated with future applications.

Financial Reporting and Audit Requirements

If your application is successful, it is important to have procedures in place to show that expenditure has been in accordance with the grant deed. The FHIF Inc. has found that having these systems in place from the start of the project can save significant amount of trouble and effort later on for the grant recipient.

If organisations are unable to demonstrate that the grant has been spent appropriately, or on the items funded, the grant (or part of the grant) will need to be returned.

The table below sets out the information which is required by the FHIF Inc. office to acquit the project if an audit is not required.

This information is required at least one month prior to the reporting date.

Documentation	Action Required
Invoices	A copy of all invoices for which the grant funds were used
Break Down of Expenses	A General Ledger (or equivalent) break down of total expenses
Cheque Butts	A copy of all cheque butts used (if any) for the purposes of spending funds provided by the Fund
Payroll Records	If you have used funds provided by the Fund to make payments to employees, include copies of relevant payroll records including copies of signed timesheets, payroll summaries and contracts of employment for those employees <i>This information will be treated in the strictest confidence</i>
Pictorial Evidence	Send pictorial evidence of the completion of your project if appropriate

Representation Letter	Complete and sign a representation letter [this will be provided to you]
Contact Details	Provide contact details for the person who prepared the final project report to direct audit queries to
Grant Deed Schedule	Provide the latest grant schedule page from your grant deed. If any changes have been made to the schedule, please include any supporting documentation where approval was obtained from the FHIF Inc.

Acknowledging the FHIF Inc.

In order to promote the Fund, and to show how the money is spent, successful applicants are required to acknowledge the support provided by the Fund. The specific mechanism for this acknowledgement may be part of a special condition included with the grant deed.

Common methods for recognising the Fisheries Habitat Improvement Fund Inc. include signage, acknowledgement in newsletters and annual reports, and displaying logos on vehicles. Remember to ensure any costs for signs, plaques, etc. are covered in the project costs. Applicants are asked to be modest in their costing of this item.

Please note that when acknowledging FHIF Inc. support, the Fund logo and/or the words 'supported by the Fisheries Habitat Improvement Fund Inc.' should be used. The FHIF Inc. office must approve the final wording and layout of any acknowledgement.

Please discuss this requirement with the Fund office if you have any questions.

Withdrawal of Grant

The Fisheries Habitat Improvement Fund Inc. has a responsibility to ensure funds are managed in the best interests of the Tasmanian community. Grant recipients must ensure public funds are properly expended.

Once awarded, the Fund may withdraw the grant, **at any time before or after the grant deed is issued**, if obligations to the Fund have not been met including:

- The Fund's assessment was based on misleading or incorrect material information provided in the application;
- There are any material changes, within or beyond the applicant's control, that would alter the Fund's decision;
- The FHIF Inc. is unable to gain appropriate information to progress the Grant Deed or any other aspect of the project management;
- The recipient is unable to demonstrate to the Fund's satisfaction that the grant, or part of the grant, has been used for its intended purpose and on the approved terms;
- The recipient has not received prior written approval from the Fund for any changes to the project, budget or timetable;
- It becomes apparent that the project had commenced or been completed prior to the successful negotiation and signing of a grant deed;
- The recipient fails to submit a progress or final report by the scheduled due date;
- The project has not commenced within 12 months of notification of the awarding of the grant, whether or not the reason(s) is under the control of the recipient; or

- The grant is used for a private benefit.

If the grant has been paid in part or full, the Fund has the option of seeking the return of the funds. If the grant has not yet been paid, the grant may be cancelled.

An organisation's record in meetings its obligations will be considered when assessing future grant application.

In some circumstances, organisations may re-apply for funding if their grant has been withdrawn. Please discuss this with Fund staff.

INFORMATION FOR SPONSORS

An incorporated association or other not-for-profit legally constituted body must take responsibility for the project. This means that if an unincorporated body wishes to apply for funding, it must have a sponsor to auspice the project. Applicants and sponsors must both meet the organisation eligibility requirements on page 3 e.g. they must be not-for-profit, with no overdue Fund reporting requirements.

If the grant is awarded, the sponsor agrees to accept legal and financial responsibility for the project. In particular, the sponsor will ensure:

- The grant is used only for the purpose in which it was provided, and for the specific items listed in the deed;
- The project is completed within the agreed timeframe;
- Prior written approval from the Fund is sought if changes to the project, budget or timeframe are required; and
- Reporting obligations are completed by the due date, including an audit report where applicable.

Letter from the sponsor

Sponsors are required to include a signed copy of the letter at **Attachment A** on their official letterhead.

Grant deed

The grant deed will be made with the sponsor. The Fisheries Habitat Improvement Fund Inc. will also request the applicant to sign the deed to help ensure that they are familiar with the obligations.

Grant payment

The grant is paid to the sponsor, not the applicant.

Please ensure the applicant and sponsors have come to an arrangement about the process for paying the costs of the project. Some sponsors may choose to forward the grant funds directly to the applicant; others may wish to hold the funds and reimburse funds on production of invoices. This is a matter between the sponsor and applicant.

Grant acquittals

The project sponsor is ultimately responsible for ensuring reporting requirements have been met.

What you can expect from the Fisheries Habitat Improvement Fund

The Fund will be managed in the best interests of the community by ensuring that:

- Appropriate standards regulating the granting and accounting of funds are being met and that the Fund's actions are consistent with grant-making best-practice;
- Funds are used to maximise the value of projects to the Tasmanian environment;
- Funding decisions are made through a fair, consistent, objective and rigorous assessment of applications against evaluation criteria;
- Information about the Fund's operations and processes is provided in an accessible, accurate, timely and courteous manner; and
- Assessment guidelines, list of grants awarded, audited annual reports and newsletters are made available.

What the Fund expects from applicants and recipients

The Fisheries Habitat Improvement Fund Inc. expects grant recipients to be accountable for the expenditure of public funds by:

- Only expending funds on the approved purposes and specific items;
- Meeting any special funding conditions;
- Completing the project within the agreed timeframe;
- Seeking written consent from the Fund prior to any changes to the project, budget or timeframe;
- Returning unexpended funds to the Fund for distribution to other recipients;
- Providing complete reports to the Fund in a timely and accurate manner;
- Meeting any requests for information about the project, including site visits;
- Assisting an independent evaluation of the project if required;
- Meeting requests for media coverage of the project; and
- Acknowledging the Fund contribution to the project.

PERSONAL INFORMATION COLLECTION AUTHORITY
FISHERIES HABITAT IMPROVEMENT FUND INC.
PO BOX 575 NEW NORFOLK TAS 7140 Phone: (03) 6165 3807
Enquiry Email: infish@ifs.tas.gov.au

Personal information will be collected from you for the purpose of assessing applications for grants and will be used by the Fisheries Habitat Improvement Fund Inc. for managing, assessing, advising upon and determining applications.

Failure to provide this information may result in your application not being able to be processed.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the FHIF Inc., courts and other organisations authorised to collect it.

Your basic personal information may be disclosed to other public sector organisations where necessary for the efficient storage and use of information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the FHIF Inc. You may be charged a fee for this service.

The Fisheries Habitat Improvement Fund Inc. is subject to the Tasmanian Right to Information Legislation and therefore applicant details and their applications may be the subject of a right to information request.

Attachment A: Sponsoring Organisation Letter

This letter must be provided on the sponsoring organisation's official letterhead

[Date]

Ms M Moseley
Chairperson
Fisheries Habitat Improvement Fund
PO Box 575
NEW NORFOLK TAS 7140

Dear Ms Moseley

Our organisation is incorporated or is a not-for-profit legal entity and is prepared to act as the sponsoring body for the *[name of the applying organisation]* should it be successful in obtaining funding from the Fisheries Habitat Improvement Fund Inc. (FHIF Inc.) to undertake *[name of proposed project]*.

We are aware that the grant will be paid to our organisation and we accept the legal and financial obligations involved in accepting the grant.

In particular, our organisation will accept responsibility for ensuring:

- The grant is used only for the purpose for which it was provided, and for the specific items listed in the deed;
- The project is completed within the agreed timeframe;
- Prior written approval of the FHIF Inc. is sought if changes to the project, budget or timeframe are required; and
- Reporting obligations are completed by the due date, including providing sufficient evidence of expenditure of the grant.

I understand if we do not meet our obligations, the FHIF Inc. may withdraw the grant and request that any funding be returned.

I am authorised to provide this letter on behalf of the sponsoring body.

Yours sincerely

[Name]

[Position in organisation]