



Guidelines for applicants 2024–25

Coastal and Estuary Grants Program

Department of Climate Change,
Energy, the Environment and Water



Acknowledgement of Country

Department of Climate Change, Energy, the Environment and Water acknowledges the Traditional Custodians of the lands where we work and live.

We pay our respects to Elders past, present and emerging.

This resource may contain images or names of deceased persons in photographs or historical content.

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Contents

Introduction	1
Coastal and Estuary Grants Program	1
Eligible organisations	2
Planning	4
Stream 1: Preparation of coastal management programs	4
Implementation	6
Stream 2: Coastal vulnerability area	6
Stream 3: Coastal wetlands and littoral rainforests area	7
Stream 4: Coastal environment area (land containing coastal features)	8
Stream 5: Coastal use area (land where development may be carried out)	9
Exempt activities	10
Assessment process and criteria	10
Emergency works	11
Stream 6: Coastal zone emergency action subplan actions	11
Funding	13
Funding contributions	13
All projects over \$500,000	13
Projects with a total project cost over \$5 million	13
Projects involving coastal protection structures on the open coast	13
Partner contributions: non-partnership projects	14
Eligibility	15
Eligible and non-eligible costs	15
Activities and items that will not be funded	15
Partnerships	16
How to apply	18
Steps to apply	18
Successful applicants	20
Funding agreement	20

Project implementation timeframe	20
Reporting and payments	20
Variations	21
Compliance	21
General information	22
Privacy	22
Conflicts of interest	22
Government Information (Public Access) Act 2009	22
Contacts for assistance	23
Support for application development	23
General administration enquiries	23
More information and resources	24

List of tables

Table 1	Coastal and Estuary Grants Program funding streams	2
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Introduction

This document (the ‘guidelines’) provides an overview of the 2024–25 Coastal and Estuary Grants Program (‘the program’). It aims to inform applicants and the broader community about the program’s objectives, purposes and the criteria for applicants and grantees.

The program underpins the implementation of the coastal management framework and supports local councils and communities to achieve the state’s long-term vision for the coast.

The NSW Government recommends that councils manage their coastal risks in accordance with the regulatory framework for coastal management. This framework includes:

- the *Coastal Management Act 2016* (the Act)
- *State Environmental Planning Policy (Resilience and Hazards) 2021* (Resilience and Hazards SEPP)
- the *NSW Coastal management manual*.

This program is administered by the Department of Climate Change, Energy, the Environment and Water (the department). The guidelines may be updated by the department at any time. If this occurs, the revised guidelines or any addenda will be published on the website. Refer to the ‘More information and resources’ section for a link to the *Coastal and estuary grants* webpage and other resources referred to in the guidelines.

Coastal and Estuary Grants Program

The program provides funding to enable local councils with their communities to prepare coastal management programs (CMPs) and implement actions outlined in certified CMPs and coastal zone emergency action subplans (CZEAS), enhancing the management of coastal and estuarine environments. It supports local councils in managing the coastal environment of New South Wales in a manner consistent with the principles of ecologically sustainable development for the cultural, social and economic wellbeing of the people of the state.

Funding is available under 6 funding streams: a planning stream, 4 implementation streams and one for undertaking emergency works as identified in a CZEAS. Refer to Table 1 for a description of the streams, funding ratios and key dates (i.e. opening and closing dates).

Table 1 Coastal and Estuary Grants Program funding streams

Category and stream	Funding ratio/ amounts ¹	Key dates
Planning		
Stream 1: Preparation of coastal management programs	2:1 ratio	Open 25 July 2024 Close 30 June 2025
Implementation		
Stream 2: Coastal vulnerability area	2:1 ratio	Open 25 July 2024 Close 5 September 2024
Stream 3: Coastal wetlands and littoral rainforests area	2:1 ratio	Open 25 July 2024 Close 5 September 2024
Stream 4: Coastal environment area (land containing coastal features)	2:1 ratio	Open 25 July 2024 Close 5 September 2024
Stream 5: Coastal use area (land where development may be carried out)	2:1 ratio	Open 25 July 2024 Close 5 September 2024
Exempt activities (as aligned to the above implementation streams – maximum 2 applications per council)	1:1 Maximum funding per application \$100,000	Open 25 July 2024 Close 5 September 2024
Emergency works		
Stream 6: Coastal zone emergency action subplan (CZEAS) actions	1:1 Maximum funding amount per application \$500,000	Open year round – pending emergency trigger has occurred

1. See 'Funding' section for specific details. A 2:1 ratio means that the NSW Government will provide \$2 for every \$1 provided by the applicant; a 1:1 ratio means that the NSW Government will provide \$1 for every \$1 provided by the applicant.

Eligible organisations

The following organisations are eligible to apply:

- local councils
- county councils
- joint organisations (established under an Act of Parliament)
- incorporated regional organisations of councils (ROCs).

When multiple councils work together within the same coastal sediment compartment or estuary to prepare or implement a CMP, one council, joint organisation or ROC from within the area applies and must be the lead agency in terms of signing the funding agreement, managing monies and reporting on the project.

Public land managers (such as a Crown reserve trust or a location-specific NSW government authority) may apply in partnership with a lead council, providing the council or other eligible organisation is the principal applicant and assumes overall responsibility for administering the grant.

Planning

Stream 1: Preparation of coastal management programs

Funding is available to support councils to prepare CMPs under the coastal management framework. Councils and their communities can prepare CMPs that respond to existing and emerging coastal challenges and opportunities. The funding will support councils to:

- meet their statutory objectives under the framework, using the guidance and materials provided as part of the coastal reforms, including the *Coastal management toolkit*
- plan coastal and estuary management activities, such as preparing scoping studies, hazard and risk assessments, feasibility analyses, cost–benefit analyses, distributional analyses and CMPs.

The funding for preparing CMPs enables the NSW Government to achieve its objectives for coastal management by:

- enabling councils and their communities to mitigate current and future risks from coastal hazards, taking into account the effects of climate change
- encouraging and promoting strategies to enhance the resilience of public coastal assets against the impacts of an uncertain climate future, including those resulting from climate change
- promoting integrated and coordinated coastal planning, management and reporting
- supporting public participation in coastal management and planning, while fostering greater public awareness, education and understanding of coastal processes and management actions.
- Funded activities

Funded planning activities include:

- developing CMPs (including individual stages) consistent with the *NSW Coastal management manual* (including community consultation and consultation with Aboriginal communities)
- conducting studies to comprehend coastal processes and map coastal hazards/coastal vulnerability areas necessary for CMP development
- conducting studies to identify threats to coastal management areas within the NSW coastal zone essential for CMP development
- undertaking investigations and designs for infrastructure works including coastal protection works and nature-based solutions recommended in a certified CMP
- conducting cost–benefit analyses (refer to the Guidelines for using cost–benefit analysis to assess coastal management options) and distributional analyses for actions outlined in certified CMPs.

Assessment process and criteria

Applications will initially be checked to confirm eligibility, that correct categories have been selected and for completeness. Ineligible or incomplete applications will not be assessed. Where applicable and possible, an application may be moved to a more appropriate program stream for assessment.

Applications will be assessed against the following criteria:

- demonstrated need for and importance of the project
- the method proposed to undertake the work is sound
- the project is value for money/reasonable cost (compared to similar projects)
- if cost–benefit analysis related, does it align with the procedures outlined in the *NSW Coastal management manual*.

This assessment is conducted by the department’s Principal Coastal Specialist or Principal Estuary Specialist, in consultation with relevant Biodiversity and Conservation staff. A numerical scoring system is used in the evaluation of applications against the above criteria, and an overall recommendation is made on each application. Applications are approved under delegation by the Director Grants. Details of successful applications will be placed on the department’s website. All applicants will be notified in writing of the outcome of their application.

Implementation

Funding is available in Streams 2 to 5 based on the 4 coastal management areas identified in the Act, and are focused on actions in the mapped coastal zone.

Councils may submit applications for implementing actions listed in a certified CMP or for a plan pending certification at the grant round's closing date (funding will be contingent upon CMP certification).

Actions in a catchment area (outside the mapped coastal zone) to support the delivery of a certified CMP may be eligible, provided they clearly demonstrate that the outcome of the action will:

- significantly benefit the coastal zone and be a critical factor in estuary health
- give effect to the management objectives for the coastal management areas and the objects of the Act
- assist in addressing a key coastal management issue affecting the area to which a certified CMP applies.

Stream 2: Coastal vulnerability area

This stream provides funding for actions on land identified in the Resilience and Hazards SEPP as coastal vulnerability areas or land affected by a current or future coastal hazard in a local environmental plan, or development control plan, or a study or assessment undertaken by or on behalf of a public authority.

The land is subject to various coastal hazards, including beach erosion, shoreline recession, foreshore erosion, coastal cliff instability and coastal inundation.

Projects should align with one or more of the management objectives outlined in the Act for these areas, aiming to:

- ensure public safety and prevent risks to human life
- mitigate current and future risk from coastal hazards by considering the effects of coastal processes and climate change
- maintain the presence of beaches, dunes and natural foreshore features
- maintain public access, amenity and use of beaches and foreshores
- encourage land-use planning and infrastructure and asset management practices that reduce exposure to risks from coastal hazards
- adopt coastal management strategies that enhance resilience to coastal hazards, such as restoring or enhancing natural defences like coastal dunes, vegetation and wetlands; or taking other actions to reduce exposure to hazards while avoiding significant degradation or disruption to biodiversity, ecosystem integrity, geological and geomorphological coastal processes
- prioritise and plan actions that support the continued functionality of essential infrastructure during and immediately after a coastal hazard emergency

- improve the resilience of coastal development and communities by enhancing adaptive capacity and reducing reliance on emergency responses.

Funded activities

Some examples of the types of projects that may be funded under this stream are:

- management and stabilisation of dune systems. Please refer to *Coastal dune management: a manual of coastal dune management and rehabilitation techniques* when developing the project. For any dune re-profiling projects, the environmental benefit of the activity must be demonstrated
- implementation of coastal protection works. If the project includes a seawall-lined foreshore in an estuary, the applicant must demonstrate the environmental benefits and alignment with the standards in *Environmentally friendly seawalls: a guide to improving the environmental value of seawalls and seawall-lined foreshores in estuaries*
- beach nourishment and actions to reduce exposure to climate change
- beach scraping to mitigate immediate coastal erosion risks
- actions to reduce future risks from coastal hazards
- setup and implementation of short-term (up to 3 years) monitoring to understand the coastal zone over time in relation to informing future actions
- actions to improve natural resilience to potential impacts from coastal hazards
- actions to reduce the risk to public assets
- actions to minimise liability related to coastal natural disasters
- studies or further investigations identified in a CMP relevant to this coastal management area
- education initiatives aimed at reducing exacerbating issues in the coastal vulnerability area.

Stream 3: Coastal wetlands and littoral rainforests area

This stream provides funding for projects on land mapped and displaying the hydrological and floristic characteristics of coastal wetlands or littoral rainforests, as listed under the Resilience and Hazards SEPP, along with a 100 m buffer around such areas.

Projects should align with one or more of the management objectives outlined in the Act for these areas, aiming to:

- protect coastal wetlands and littoral rainforests in their natural state, including their biological diversity and ecosystem integrity
- promote the rehabilitation and restoration of degraded coastal wetlands and littoral rainforests
- improve the resilience of coastal wetlands and littoral rainforests to the impacts of climate change, including opportunities for ecosystem migration
- support the social and cultural values of coastal wetlands and littoral rainforests

- promote the objectives of state policies and programs for wetlands or littoral rainforest management.

Funded activities

Some examples of the types of projects that may be funded under this stream are:

- invasive animal and weed management
- management of trails/access ways to reduce environmental impact. Dune rehabilitation should be considered as a component of this work
- management of run-off from and discharges into littoral rainforest and coastal wetlands
- reducing exposure to coastal erosion and climate change
- management of salinity
- actions to protect Aboriginal community's cultural heritage and values
- replanting and stabilising vegetation
- habitat restoration and conservation
- studies or further investigations identified in a CMP relevant to this coastal management area
- public education programs or educational signage that are aimed at reducing issues in the wetland or littoral rainforest.

Stream 4: Coastal environment area (land containing coastal features)

This stream provides funding for actions on land containing coastal features such as coastal waters, estuaries, coastal lakes, coastal lagoons, and land adjoining those features, including headlands and rock platforms.

Projects should align with one or more of the management objectives outlined in the Act for these areas, aiming to:

- protect and enhance the coastal environmental values and natural processes of coastal waters, estuaries, coastal lakes and coastal lagoons; and enhance natural character, scenic value, biological diversity and ecosystem integrity
- reduce threats to and improve the resilience of coastal waters, estuaries, coastal lakes and coastal lagoons, including in response to climate change
- maintain and improve water quality and estuary health
- support the social and cultural values associated with coastal waters, estuaries, coastal lakes and coastal lagoons
- preserve the presence of beaches, dunes and natural features of foreshores
- maintain public access, amenity and use of beaches, foreshores, headlands and rock platforms.

Funded activities

Some examples of the types of projects that may be funded under this stream are:

- community education on the importance of coastal and estuarine areas and their protection
- reducing the number of, or formalising foreshore access points to minimise environmental damage. Dune rehabilitation should be considered as a component of this work
- dredging for environmental benefit
- setup and implementation of short-term (up to 3 years) monitoring of estuary and coastal environments. Monitoring projects must be linked with actions to improve ecosystem health identified within a CMP
- actions to protect Aboriginal community's cultural heritage and values
- stormwater quality management where it is demonstrated to have a significant impact on the receiving coastal or estuarine environment
- revegetation and weed management projects
- sediment and erosion control actions
- acid sulfate soils management
- studies or further investigations identified in a CMP relevant to this coastal management area
- conservation, including riparian corridor management.

Stream 5: Coastal use area (land where development may be carried out)

This stream provides funding for actions on land mapped in the Resilience and Hazards SEPP, including land adjacent to coastal waters, estuaries, coastal lakes and coastal lagoons where development is or may be carried out (now or in the future).

Projects should align with the following management objectives outlined in the Act for these areas, aiming to:

- protect and enhance the scenic, social and cultural values of the coast
- accommodate both urbanised and natural stretches of coastline.

Funded activities

Some examples of the types of projects that may be funded under this stream are:

- community education on the importance of coastal and estuarine areas and their protection
- formalising or reducing the number of beach access points. Dune rehabilitation should be considered as a component of this work
- setup and implementation of short-term (up to 3 years) monitoring of estuary and coastal environments. Monitoring projects must be linked with actions to improve ecosystem health identified within a CMP

- actions to protect Aboriginal community’s cultural heritage and values
- stormwater management where it is demonstrated to have a significant impact on the receiving coastal or estuarine environment
- revegetation and weed management projects.

Exempt activities

The exempt activity funding stream provides applicants with financial support to perform certain works without being listed in a certified CMP or CZEAS under the above streams. Funding is limited to \$100,000 per application and each applicant can only submit 2 exempt activity applications.

The following exempt activities are eligible for funding:

- beach scraping to mitigate immediate coastal erosion risk
- management and stabilisation of dune systems
- formalising or reducing the number of beach access points to reduce environmental damage/impact
- restoring or enhancing natural defences to coastal or estuarine hazards by managing coastal dunes and riparian vegetation
- littoral rainforest regeneration
- coastal wetland rehabilitation where an approved management plan for the site exists.

Assessment process and criteria

Applications will initially be checked to confirm eligibility and completeness. Ineligible, incomplete or late applications will not be assessed. The department’s technical specialists will provide comments on each application and an independent State Assessment Panel will review, score and recommend applications. Projects recommended for funding are provided for consideration and approval by the appropriate department delegate. Details of successful applications will be placed on the department’s website. All applicants will be notified in writing of the outcome of their application.

The applications will be assessed against a range of criteria including:

- action is identified in a certified CMP or CZEAS (except for exempt activities)
- the project aligns to both statewide priorities and objectives, and this grant program’s priorities and objectives
- the project meets one or more of the management objectives for the relevant coastal management area
- capacity to deliver the project with available resources
- commitment to maintaining works in a condition suitable to meet its design intent for the design life
- cost-effectiveness and technical feasibility with best practice implementation
- the environmental benefit of the project.

Emergency works

Stream 6: Coastal zone emergency action subplan actions

This stream specifically pertains to applications seeking funding for urgent coastal zone emergency action subplan (CZEAS) works following significant erosion events or a coastal inundation emergency.

Councils with a CZEAS in a certified CMP can apply for emergency works funding when a significant coastal storm event has occurred to implement actions described in their CZEAS addressing beach erosion, coastal inundation or cliff instability that cannot wait until the next funding round. If a significant event has occurred, the applicant should first contact the department's Grants Branch for advice. Applications under this stream must be submitted within 28 days of the emergency event having occurred, unless a longer period is approved for submission by the Grants Branch.

Emergency works not defined within a CZEAS in a certified CMP will not be funded.

If the department requests additional information to support assessment of an application, this must be provided within 10 business days of the request, unless otherwise agreed by the Manager Contestable Grants – Coast and Estuary.

The applicant must demonstrate that the action:

- is identified in a CZEAS in a certified CMP
- that the CZEAS has been triggered
- will result in an overall reduction in the risk from coastal hazards in the short and/or medium term
- consists of temporary measures to mitigate risk with clear links to long-term management actions
- delivers broad public benefit, allowing appropriate management of public assets.

Funded activities

Some examples of the types of projects that may be funded under this stream are:

- actions to reduce immediate risk from coastal hazards
- actions to reduce immediate risk to public assets
- emergency actions or activities to be carried out by a public authority under the CZEAS
- emergency actions or activities to ensure public safety and prevent risks to human life
- projects to prioritise and plan actions that support the continued functionality of essential infrastructure during and immediately after a coastal hazard emergency.

Assessment process and criteria

Applications will initially be checked to confirm eligibility and completeness. Ineligible or incomplete applications, or applications that do not meet the submission timelines will not be assessed. The department's technical specialists will provide comments on each application and a department panel will review, score and recommend applications. Projects recommended for funding are provided for consideration and approval by the appropriate department delegate. Details of successful applications will be placed on the department's website. All applicants will be notified in writing of the outcome of their application.

The applications will be assessed against a range of criteria including:

- priority of works due to the immediacy of threats to environmental, social or asset-related concerns
- the nature of works is temporary
- the works are consistent with long-term management plans for the location
- clear identification of locations and types of emergency works
- detail on how emergency works will not create additional hazards or risks.

Funding

Funding contributions

For all funding streams aside from exempt activities, CZEAS projects and projects over \$5 million, the NSW Government will provide \$2 for every \$1 provided by the applicant (2:1 ratio).

Exempt activities and coastal zone emergency action subplan projects

The NSW Government will provide \$1 for every \$1 provided by the applicant (1:1 ratio) to a maximum grant amount of \$100,000 for exempt activities.

The NSW Government will provide \$1 for every \$1 provided by the applicant (1:1 ratio) to a maximum grant amount of \$500,000 for actions from CZEAS.

All projects over \$500,000

Investigation and design must have been completed for all infrastructure works in a certified CMP valued at over \$500,000 (total project cost) before applying for implementation funding.

Projects with a total project cost over \$5 million

The applicant must provide information on the key beneficiaries of any works, complete a cost-benefit analysis, and demonstrate appropriate cost-sharing arrangements are in place before applying for funds to implement the works.

The proportion of NSW Government funding available will be determined after considering the results of a distributional analysis, based on the cost-benefit analysis, or as defined by a funding model developed and approved as part of a certified CMP.

The NSW Government will pay \$2 for every \$1 provided by the applicant for the portion determined to be of public benefit for documented actions in a certified CMP.

Projects involving coastal protection structures on the open coast

The applicant must provide information on key beneficiaries of any works.

The proportion of NSW Government funding available for open coast protection structures is as follows:

- Where the primary beneficiaries of the work are private landholders:
 - 80% of the total project cost will be funded by the private beneficiaries
 - 20% of the total project cost will be funded by the NSW and local governments at a 2:1 funding ratio.

- Where the primary beneficiaries of the work are private landholders but there are significant public assets, such as a public road, or significant public infrastructure located between residential properties and the beach, the following will apply:
 - 40% of the total project cost will be funded by the private beneficiaries
 - 60% of the total project cost will be funded by the NSW and local governments at a 2:1 funding ratio.
- Where there are no private beneficiaries (i.e. works are 100% public benefit), funding is provided at a 2:1 funding ratio.

Partner contributions: non-partnership projects

Partnership contributions to the project (non-council contributions) must be removed from the whole project cost prior to applying the funding ratio.

Eligibility

Eligible and non-eligible costs

The program funding cannot be used for:

- goods and services tax (GST): the project cost must exclude GST
- budget contingencies: project costs should be listed as accurately as possible
- staff and operating costs: an applicant's core activities include preparing study briefs, reviewing proposals and tenders, researching and copying records, attending and facilitating meetings, administering contracts and grants, accounting costs, and liaising with government agencies and the public
- projects that are funded or are eligible and being considered for funding as part of a natural disaster relief declaration
- funding for the organisation's staff to support and/or manage the delivery of the project, unless approved at the time of application or through a variation process
- grant funding cannot be sought for financial co-contribution through other NSW or Commonwealth programs. The applicant's matching funds must be in the form of monetary contributions and cannot include in-kind, voluntary contributions or funding from other sources.

Activities and items that will not be funded

The following activities or costs will not be funded as they do not meet the funding objectives:

- for Streams 2 to 6, any actions that are not identified in a certified CMP or CZEAS (apart from the exempt activities)
- for Streams 1 to 5 retrospective projects, funding is not available for projects currently underway or included in an existing contractual commitment, that are already tendered for, or have been completed
- maintenance of projects once complete, including maintenance of existing infrastructure for its design life. This includes work undertaken to keep something in proper condition, care or upkeep; to avoid something breaking down (preventative maintenance); or to bring something back to working order (corrective maintenance). Note: Only projects involving the replacement or upgrading of existing protection structures noted as a priority action in a certified CMP will be considered
- foreshore protection structures within estuaries that delineate or are built along a private boundary
- the portion of protection structures deemed to be for private asset protection or private benefit, except for coastal protection structures on the open coast as outlined above

- amenity works that have no environmental benefit, projects with no direct linkage to a reduction in risk associated with coastal processes, or connection to the area of works, such as carparking, barbecue facilities, shelters, amenity sheds, showers, toilets or activities related to surf life saving clubs
- vegetation reduction for amenity outcomes
- actions in the catchment area (outside the mapped coastal zone) that do not support the delivery of a certified CMP, will not provide significant benefit to the coastal zone, and are not a critical factor in estuary health
- sites with existing biobanking agreements or the preparation of a site to be eligible for biobanking
- monitoring projects longer than 3 years or repeat monitoring projects at the same location
- amenity works under a CZEAS
- projects that do not demonstrate they are cost-effective and do not have links to long-term management planning.

Amenity works

Funding will be considered for amenity works in Streams 2 to 5 if they are part of a holistic coastal management project and result in improved:

- public access to the coastal location, including paths and facilities for multi-user access
- community use and public safety
- nature space with plantings to increase visual aesthetics linked to the works.

This work should only be a minor part of the overall project and directly connected to the area of works. Projects or aspects of projects that are significantly or purely amenity are unlikely to be funded as they do not meet the funding objectives.

Partnerships

Where a group of local councils is working together in partnership, the applicant should agree on cost-sharing arrangements before applying and should provide letters of support from those councils outlining their financial commitment to the project. All councils' contributions must total the amount required to meet the funding ratio contribution.

The lead council, joint organisation, or incorporated ROC can claim project management costs for a multiparty project. The amount eligible for project management funding is capped at 10% of the total project cost where up to 4 councils are working together, or 20% of the total project cost when there are 5 or more partner councils. For example:

- if 3 councils are working together on a project with a total cost of \$150,000, then \$15,000 in project management costs would be eligible for funding
- if 5 councils are working together on a project with a total cost of \$150,000, then \$30,000 in project management costs would be eligible for funding.

The project management costs must be directly related to the funded project. Funding can be used for either:

- a dedicated project manager selected through a competitive process, a staff member from one of the councils, joint organisations or an incorporated ROC.

A letter from the host council/organisation should be provided clearly outlining its commitment to the project with respect to staff and other resources required to implement the project.

Letters of support should be provided by each of the partner councils outlining their support and financial contribution.

Contributions to the project from other funding sources (non-council contributions) must be removed from the whole project cost prior to applying the funding ratio.

Other partnership arrangements (non-council) are not eligible to claim the above-mentioned project management costs.

How to apply

The program operates through an online Grants Management System, which is the online platform for managing grants.

To apply for any grants within this program, visit gms.environment.nsw.gov.au

If you are a first-time user, you will need to register, create an account, and set up an organisation profile. Registration is free and is a straightforward process.

Lodging an application for financial assistance does not guarantee assistance will be offered.

A separate application must be completed for each project through the online Grants Management System. Multiple projects cannot be included in the one application.

Where multiple applications for funding through the program are being submitted, the applicant is required to identify the relative priority between their applications to assist with the project evaluation process.

Steps to apply

Step 1

Read these program guidelines and review the *Coastal and estuary grants* webpage (see 'More information and resources' section for weblinks).

Step 2

Check eligibility:

- Is your organisation eligible?
- Are your project and proposed activities appropriate for this program?
- Are you required to have a CMP or CZEAS to be eligible to apply for the project?

Step 3

Identify which funding stream is applicable to your project. If unsure, contact your department regional representative (see 'Contacts for assistance' section).

Review the relevant funding stream conditions in preparation of your grant application.

Step 4

Prepare your grant application in the online Grants Management System (GMS) along with submitting any supporting documentation.

Ensure the workplan has at least:

- 2 very detailed milestones with associated activities for projects up to \$75,000
- 4 very detailed milestones with associated activities for projects between \$75,000 and \$200,000

- at least 6 detailed milestones with associated activities for projects over \$200,000.

Please note that projects must complete within 3 years of commencement and the Grants Management System restricts applicants from submitting projects for grant funding beyond a 3-year timeframe. Projects cannot commence until 3 March 2025 and must commence by 1 October 2025.

Changes can be made to an application at any time until it is submitted.

Step 5

An application must be submitted, with all sections completed, and a detailed project workplan and supporting documentation prior to the closing date (see Table 1).

Applications must be submitted via the Grants Management System. Any applications submitted late or by other means will not be accepted.

Successful applicants

Funding agreement

Successful applicants will be required to enter into a funding agreement with the NSW Government. The agreement will need to be signed by the general manager (or someone with delegated authority) within 45 days of the formal grant offer.

No financial commitments reliant on this program should be made until formally advised that you are successful, and a funding agreement is signed and executed.

Project implementation timeframe

The department receives an annual funding allocation for the program, with limited capacity to carry over funds to future financial years. Consequently, projects should be completed within 3 years of the grant offer.

If the project is implementing an action and is likely to extend beyond 3 years, the applicant is encouraged to consider staging the project.

The Grants Management System will not allow applications to be submitted beyond a 3-year timeframe.

Reporting and payments

The Grants Management System is the project-based system all applicants and grantees are required to use in submitting applications and managing grant funded projects.

Successful applicants have 5 months from the date of offer to submit a detailed and costed initial work plan in the system with supporting documentation (quotes/tenders). The initial work plan must be based on a quote for services provided by the successful tender for the project and outline key milestones to be achieved and related claims for payment.

Low-cost items under \$2,000 do not require quotes but may require justification. The tender process must align with council's procurement procedures/guidelines and deliver value for money.

Upon successful completion of agreed project activities within a project milestone, a milestone report must be submitted through the Grants Management System. A department regional officer will review each milestone report and provide comment.

The report is assessed and evaluated for approval prior to processing of a payment claim. Payments are subject to successful completion of milestone activities and outcomes, and to meeting all conditions of the funding agreement and program guidelines.

The project will be tracked and managed against the work plan in the Grants Management System, which must be kept current by the grant recipient, in consultation with the department, throughout the funded period.

Once all milestones are complete and claimed, a final report will be required to acquit the grant.

Projects with approved project management costs will not be paid upfront. They can be claimed as part of each completed milestone or at the end of the project. If a project does not proceed, administrative costs cannot be claimed.

Variations

The department receives an annual funding allocation for the program, with limited capacity to carry over funds to future financial years. Consequently, projects are expected to be completed within the agreed 3 years of the grant offer.

If there are delays or changes to the project, a variation request in the Grants Management System must be submitted seeking approval for project changes with a revised workplan and supporting documentation.

If a variation request is unclear, displays errors, or seeks approval for ineligible activities, the department will seek additional information from the grantee or may reject the variation. Grantees should not commence working on any project changes until approved.

No additional funding will be considered for projects during implementation unless there are exceptional circumstances, and such requests will be considered on their merits and are typically capped at a maximum of 30%. Detailed supporting documentation must be supplied.

Compliance

All projects must adhere to relevant guidelines and regulations and obtain appropriate regulatory approvals as necessary.

General information

Privacy

Information provided and collated is utilised to ensure the successful delivery of grant funded projects and the program objectives and outcomes. Any personal or business information will be held and managed by the NSW Department of Climate Change, Energy, the Environment and Water (the department) in accordance with the *Privacy and Personal Information Protection Act 1988* (NSW).

Conflicts of interest

All applicants, project team members and State Assessment Panel members are required to disclose any actual, potential or perceived conflicts of interest which relate to their project or the program. Conflicts of interest may relate to economic, partnerships, third party service provisions, or contractors employed as a result of a grant application or funded project.

Government Information (Public Access) Act 2009

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents may be made publicly available under the *Government Information (Public Access) Act 2009* (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Contacts for assistance

Support for application development

For assistance with the development of the projects for grant funding, contact the department's regional offices listed below.

- Greater Sydney – 02 8837 6097
- Hunter Central Coast – 02 4320 4206
- North East – 02 8289 6318
- South East – 02 4224 4153.

General administration enquiries

For general grant project or administration enquiries, or for assistance with the Grants Management System, contact the Coast and Estuary Grants team on 02 9895 6494 or by email at coastalestuary.floodgrants@environment.nsw.gov.au

More information and resources

- [Coastal and estuary grants webpage](#)
- [Assessing estuary ecosystem health: Sampling, data analysis, and reporting protocols](#) (OEH 2016)
- [Coastal dune management: a manual of coastal dune management and rehabilitation techniques](#) (DLAWC 2001)
- [Coastal Management Act 2016](#)
- [Coastal management manual](#) – Environment and Heritage webpage
- [Coastal management toolkit](#) – Environment and Heritage webpage
- [Environmentally friendly seawalls: a guide to improving the environmental value of seawalls and seawall-lined foreshores in estuaries](#) (OEH 2009)
- [Grants Administration Guide 2024](#)
- [Grants Management System](#) – Environment and Heritage webpage
- [Guideline for preparing a coastal zone emergency action subplan](#) (DPIE 2019)
- [Guidelines for using cost-benefit analysis to assess coastal management options](#) (DPIE 2020)
- [State Environmental Planning Policy \(Resilience and Hazards\) 2021](#)