

# TASMANIAN NATURE CONSERVATION FUND GRANT GUIDELINES

## SEPTEMBER 2025



### PURPOSE

The Tasmanian Nature Conservation Fund (TNCF) is a gift fund for tax-deductible donations that is operated by Wildcare Tasmania Incorporated (Wildcare).

The purpose of the TNCF (and Wildcare) is to support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment. Grants from the TNCF provide a way of bringing together generous donors and Wildcare's members and partners, to work towards shared goals.

### WHO CAN APPLY?

Applicants must be a Wildcare branch or the Wildcare CEO, or a Wildcare member other than a corporate member, and may apply alone or in partnership with another organisation.

### ASSESSMENT OF APPLICATIONS

All applications are assessed on merit taking into account Wildcare's purpose, and any limits or priorities for funding that are set by Wildcare's Board.

Applications are assessed and accepted or rejected by the Grants Committee<sup>1,2</sup>. The Wildcare office supports and advises the committee.

### PROCESS

- 1) The TNCF opens to grant applications twice per year, generally in March and September.
- 2) Grant applications are assessed and accepted or rejected by the Grants Committee.
- 3) The Wildcare office informs applicants of funding outcomes, including acquittal requirements and publicity opportunities.

An applicant may apply for more than one grant each year, provided that progress on projects funded by earlier grants has been demonstrated or lack of progress has been justified as acceptable in the circumstances.

### ELIGIBLE PROJECTS

To be successful, an application must demonstrate how it aligns with Wildcare's and the TNCF's purpose - that is, to support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment.

<sup>1</sup> The Grants Committee is appointed by Wildcare's Board and includes members with expertise in fields such as nature conservation, reserve management and legal matters.

<sup>2</sup> The Wildcare office assesses and accepts or rejects applications for start-up grants to new Wildcare branches.

This would include actions to support conservation of Tasmania's wild places and wildlife, including through fostering community interest and/or education.

Types of things that would be considered include:

- involvement of Wildcare volunteers in meaningful on-ground activities,
- raising community awareness about Wildcare's purpose and activities,
- funding for materials, equipment (including impact monitoring tools/systems) that have ongoing use and contribute to the conservation of Tasmania's wild places and wildlife either directly, or through fostering community interest and education,
- consistent with the objectives of management and recovery plans,
- alignment with land managers' goals and standards, and
- obtaining appropriate permits from relevant government authorities.

Types of things that will not be approved include:

- applications that do not support the long-term protection of the natural environment,
- items that would otherwise be funded from the budgets of Commonwealth, Tasmanian or local governments,
- applications to boost facilities operated by commercial enterprises or which provide a financial benefit to private landholders,
- purchase of consumables that would ordinarily be purchased by volunteers, e.g. food,
- expenditure incurred before the application (or grant) is made,
- assistance with transport costs for groups working in remote areas, where funding for transport is available through the relevant land manager, and
- projects and/or research that are speculative.

### **Projects on private land**

Projects on private land present difficulties to receiving TNCF funding:

- It can be challenging to demonstrate that activities on private land will ensure long-term protection of Tasmania's natural environment, given the likelihood of changes in ownership and management of private land. That likelihood may be reduced in some cases, such as land that is subject to a conservation covenant or land vested in the Aboriginal Land Council of Tasmania under the *Aboriginal Lands Act 1995*.
- At times, the intent of private landholders can be distinct from Wildcare's purpose<sup>3</sup>.
- Other grant programs, e.g. Landcare and NRM, are also available to support related projects on private land.

As a result, TNCF grants will only support actions on private land in special circumstances where the alignment with Wildcare's purpose can be guaranteed and no other funding source is available.

### **Projects to support orphan and injured wildlife/wildlife rehabilitation**

Types of things that could be considered include:

- funding for construction or upgrade of permanent enclosures, provided that all the necessary endorsements and permits are submitted, including approvals from

---

<sup>3</sup> Wildcare's purpose is "to support communities and volunteers to contribute to conservation actions that ensure long-term protection of Tasmania's natural environment". See Wildcare constitution.

landowners. Other factors will also be considered such as the size of the enclosure, whether there are any commercial considerations, and what will happen to the structure if the wildlife carer moves, or ceases being a wildlife rehabilitator,

- funding for professional services in some circumstances. Each circumstance will be individually considered including assessing the cost of the service in supporting the ongoing rehabilitation of wildlife and/or upskilling volunteers through training, and
- community engagement projects that support volunteers in wildlife rehabilitation (subject to all volunteers meeting NRE Tas wildlife rehabilitation training requirements prior).

Types of things that will not be approved include:

- applications that don't clearly benefit Tasmania's natural environment and wildlife,
- funding for payment of personal labour costs, e.g. paying the carer a salary to care for wildlife,
- applications to boost facilities of an enterprise being operated for commercial purposes, and
- funding for short-term or disposable items, such as feed.

## **INFORMATION TO SUPPORT AN APPLICATION INCLUDING REQUIRED ENDORSEMENTS AND PERMITS**

Only applications that have all relevant information, endorsements and permits will be considered. Applications without the necessary documentation will be declined but may be re-submitted in future funding rounds once the necessary documentation has been obtained.

### **Information to support an application**

Applicants need to provide quotations for equipment, materials and services detailed in the application. (e.g. personal estimates as to how much something will cost will not be considered).

### **Endorsements**

Attach the following documents that relate to an application:

- evidence of endorsement from the manager or owner of the land on which the work will take place.
  - For example, a signed letter of support from Tasmania Parks and Wildlife Service (PWS), if the project is working on a state reserve.
  - For wildlife carers renting a property who wish to install a permanent structure using TNCF funding, a signed letter of support from the owner of a property.
  - An email may meet the endorsement requirements provided that it contains sufficient information and comes from the email address of, and has the signature block of, the person with the relevant authority; and
- an approved Activity Plan or Volunteer Program Plan, e.g. from PWS or the local Council, if applicable.

## Permits

Some projects require an environmental or scientific permit to proceed. Information about permits is available from the Tasmanian [Department of Natural Resources and Environment - Wildlife Management \(NRET\)](#).

For some projects involving certain uses and/or development of land, a planning permit (development approval) may also be required from the relevant authority other than the land manager, e.g. a council planning permit for a wildlife enclosure. Applicants should contact their relevant authority to clarify or confirm this requirement.

Some projects may require an assessment of the potential for Aboriginal heritage to be affected. Applicants should coordinate with the relevant land manager to ensure all parties comply with requirements of Tasmania's Aboriginal heritage legislation. Further information is available at:

<https://www.aboriginalheritage.tas.gov.au/Documents/Aboriginal%20Heritage%20Guidelines.pdf>

Wildlife rehabilitators must have a permit from NRET for their activities before submitting a grant application.

In preparing an application, sufficient time needs to be allowed to obtain any necessary permits.

Before an application is presented, the Wildcare office may contact the applicant for further information, and/or the relevant land manager (e.g. NRET) to confirm that the required permits (including a permit to be a wildlife rehabilitator, if relevant) have been obtained.

## Approval of signage and flyers

All signage and communication materials need to be approved by the Wildcare office and the relevant land manager before finalising and/or printing. In most cases, Wildcare's logo should be included — this should be confirmed with the Wildcare office.

## BACKGROUND THAT WILL BE BENEFICIAL TO AN APPLICATION

A history of and/or commitment to:

- complying with work health and safety requirements,
- acting in accordance with the [Wildcare Code of Conduct](#),
- working in positive partnership with land managers and the community, and
- being proactive with fundraising efforts.

Where a project partner, for example the relevant land manager, is contributing financially or in-kind to the project, the application should set out the key co-contributions from this organisation in your application.

## START-UP GRANTS FOR NEW WILDCARE BRANCHES

For newly approved Wildcare branches, a once-off grant of up to \$500 may be available to assist with establishing resources for future work.

The amount of the grant will be determined based on an assessment of the branch's request and its alignment with the intended future focus of the branch's activities. Typically, this might include items such as equipment, tools, and communication materials.

The Wildcare office will determine these grant applications. Requests for this purpose should be discussed with the Wildcare office before submitting an application.

## **CONDITIONS OF GRANT**

The source of the grant, Wildcare's Tasmanian Nature Conservation Fund, must be acknowledged in all media promotions.

For all funded projects, an acquittal report will be required within three months of completion, containing a financial report and a summary (qualitative) story.

For projects approved for funding above \$5,000, a quantitative report against key performance indicators (KPIs) will also be required, demonstrating the impact of the funded project. KPIs used for this quantitative report should be specific to the funded project and are to be determined by the applicant and set out in the application.

Funds should be spent within 12 months, unless prior approval is obtained from the Wildcare office to extend the acquittal time frame.

All funded projects must be carried out in compliance with relevant legislation. Examples of relevant legislation include legislation about natural and cultural heritage, health and safety, biosecurity, youth/child safety, among others.

The decision maker may place conditions on funding, including concerning the ownership of any assets (such as equipment, tools, infrastructure) funded as part of an approved project.

### **Timeframe for Accepting Grants and Meeting Conditions**

Within 6 months, the successful applicant is required to:

- Formally accept their grant offer by replying to the approval notification email sent by Wildcare Tasmania;
- Acknowledge and agree to any conditions set by the Grants Committee as part of the approval process;
- Respond promptly to any reasonable requests from Wildcare Tasmania regarding the administration and release of funds; and
- Satisfy all pre-commencement conditions (eg. permits, land manager endorsements, or other approvals) within the approved timeframe before funds are released.

If a recipient does not accept their grant offer, respond to administrative requests, or meet the required conditions within the approved timeframe, the grant offer will lapse and the allocated funds will be returned to the TNCF pool for reallocation.

This timeframe ensures that funds are not held indefinitely, helps maintain the currency of project budgets and quotations, and provides certainty for both applicants and administrators. It also supports applicants in securing timely responses from relevant authorities, such as land managers, by setting a clear project commencement expectation.

Recipients will be sent a reminder one month before the lapse date and, if the timeframe is exceeded, will be formally notified that the grant has lapsed. Applicants may request an extension where there are legitimate reasons for delay. Extension requests will be considered on a case-by-case basis.

### **Variation of grants**

A request to vary a grant where the overall funding remains unchanged, and the general use of those funds also remains within the approved project purpose, should be sent to the Wildcare office for a decision. The Wildcare office will also make a decision on a request to vary a start-up grant for a new Wildcare branch.

Other (more) substantive requests to vary a grant, including those involving changes to the expected project outcomes, will be decided by the Grants Committee.

### **SUBMITTING AN APPLICATION**

The completed application form and supporting documents should be submitted to the Wildcare Tasmania office using the online application form.

For further information, please email [office@wildcaretas.org.au](mailto:office@wildcaretas.org.au) or phone 0486 034 067.