

# Guidelines for Wildlife Rescue and Rehabilitation Service Provision Grants

2025-2029

<b>Document title</b>	Guidelines for Wildlife Rescue and Rehabilitation Service Provision Grants
<b>Contact details</b>	Department of Environment, Parks and Water Security
<b>Approved by</b>	Neva McCartney – Executive Director Parks and Wildlife
<b>Date approved</b>	5 April 2024
<b>Document review</b>	April 2025
<b>TRM number</b>	DPW2024/0089-0004~0002

Version	Date	Author	Changes made
1.0	26 February 2020	Neva McCartney	New Format and revision
1.1	20 February 2024	Kristen Hay	Review, minor edits
1.2	28 March 2024	Claire Morante	Review, minor edits

Acronyms	Full form
ABN	Australian Business Number
DEPWS	Department of Environment, Parks and Water Security
GST	Goods and Services Tax
P&W	Parks and Wildlife Division
NT	Northern Territory
NTG	Northern Territory Government
Code of Practice or CoP	Code of Practice for the Care, Rehabilitation and Release of Protected Wildlife in the Northern Territory

# Contents

<b>1. Overview</b>	<b>4</b>
<b>2. Key Dates</b>	<b>4</b>
<b>3. How to apply</b>	<b>4</b>
<b>4. Who can apply</b>	<b>4</b>
4.1. Applicants must meet the following criteria	4
4.2. Unincorporated Bodies	5
<b>5. What can be funded</b>	<b>5</b>
<b>6. What cannot be funded</b>	<b>5</b>
<b>7. Assessment and Criteria</b>	<b>6</b>
<b>8. Payment of Funding</b>	<b>6</b>
8.1. Performance Measures	7
8.2. Reporting	7
<b>9. Goods and Services Tax (GST)</b>	<b>7</b>
<b>10. Buy Local</b>	<b>7</b>
<b>11. General Information</b>	<b>8</b>
<b>12. Definitions</b>	<b>8</b>
12.1. Grant Funding Agreement	8
<b>13. Contacts</b>	<b>9</b>
13.1. Darwin – Wildlife Operations	9
13.2. Katherine – Wildlife Operations	9
13.3. Alice Springs – Wildlife Operations	9

## 1. Overview

The Wildlife Rescue and Rehabilitation Grants program supports wildlife rehabilitation organisations to deliver a call out, information and advice service to the Northern Territory (NT) public seven days a week from 7:00am to 8:00pm to:

- Provide telephone advice in relation to sick, injured or orphaned native wildlife; and
- Respond to requests to collect, care for and rehabilitate sick, injured or orphaned native wildlife in accordance with any approved Code of Practice for the Care, Rehabilitation and Release of protected wildlife in the Northern Territory (Code of Practice).

## 2. Key Dates

Round 2	
Applications open online	16 April 2024
Closing date for applications	6 May 2024
Dept. officers available for assistance	16 April – 6 May 2024
Assessment of applications	May 2024
Approval of recommendations process	May 2024
Notification of successful applicants	Early June 2024
Agreements finalised and funds available	June - July 2024

## 3. How to apply

All applications must be lodged online at:

<https://grantsnt.nt.gov.au/>

It is recommended you contact the Department for assistance with your application prior to submitting, including clarifying eligibility for funding:

Phone 08 8995 5008 or email [Wildlife.Management@nt.gov.au](mailto:Wildlife.Management@nt.gov.au)

## 4. Who can apply

### 4.1. Applicants must meet the following criteria

- Operate as a not-for-profit organisation, community group or enterprise.
- Have published audited accounts and annual reports.
- Be based in the NT and conduct all work in the NT.
- Be currently registered as an incorporated body with Licensing NT (Department of Industry Tourism and Trade), or hold another comparable legal status.
- Be compliant with Licensing NT or other relevant authority.
- Have public liability insurance (no less than \$20 million for any one occurrence).

## 4.2. Unincorporated Bodies

Unincorporated bodies may only apply if they nominate an organisation with an appropriate legal status that agrees to accept legal and financial responsibility for the grant. Payment of funds will be made through the nominated organisation, which will be known as the 'administering body'.

## 5. What can be funded

The funding can be used for the following:

- Consumable items, e.g. phone bills, feed, fuel.
- Veterinary fees and veterinary supplies.
- Limited publication and media costs, specific to public awareness campaigns about the wildlife care service and living with wildlife.
- Training courses provided to organisation members and the public specifically relating to rehabilitation and first aid for wildlife.
- Payment for travel costs and accommodation for the training provider when brought to the NT.
- General infrastructure and equipment to assist with the operation of wildlife facilities e.g. storage facilities (under \$10,000), build enclosures, purchase an aviary; purchase portable cages.
- Improve/upgrade existing facilities to house wildlife in line with any approved Code of Practice in the NT.
- Purchase of personal protective clothing and equipment (PPCE) for wildlife rescue e.g. safety eyewear, coveralls and gloves.
- Relevant vaccinations for permitted carers such as tetanus and lyssavirus.
- Public liability insurance and audited accounts
- Other equipment relevant to wildlife rehabilitation and providing the service (including phones/communication devices).

## 6. What cannot be funded

- Competition/membership fees or delivery/shipping costs.
- Overheads and service charges related to running an organisation, including insurance (with the exception of public liability insurance).
- Trophies, clothing and prizes.
- Hospitality, gifts or food associated with hosting events, including conferences, workshops and courses.
- Staff salaries, wages and professional development (i.e. no paid personnel).
- Ongoing maintenance costs of facilities/equipment including swimming pools.
- Hire of facilities owned/leased/managed by the service provider.
- Hire of facilities owned or supported by the NT Government.
- Purchase or hire of motor vehicles, boats, computers, or microwaves

## 7. Assessment and Criteria

Assessment of the applications is conducted by a panel of appropriately skilled and experienced government officers, with consideration to the criteria outlined in Table 1 below. The approval of recommended grant recipients will be made by the Department’s Chief Executive Officer. The Minister for Parks and Rangers notes the outcome of the assessment. Applicants will be notified of the result of their application by telephone, with individual feedback on request.

**Table 1: Wildlife Rescue and Rehabilitation Grant Assessment Criteria**

Category	Criteria	Weighting
Evidence of organisational capacity	<ul style="list-style-type: none"> <li>○ Numbers of carers and rescuers</li> <li>○ Knowledge and experience of carers</li> <li>○ Evidence of increasing membership</li> <li>○ Ability to provide the service in the total area specified</li> <li>○ Ability to respond in a timely manner</li> <li>○ Evidence of appropriate carer permits and system to ensure members maintain valid permits</li> </ul>	30
Commitment and community support	<ul style="list-style-type: none"> <li>○ Additional fundraising</li> <li>○ Level of contribution (cash and in-kind from both the organisation or community, industry or agency partners)</li> <li>○ Attendance at community events</li> <li>○ Support from local business or donations from the public</li> <li>○ Collaboration with other community organisations, especially other wildlife rehabilitation organisations</li> </ul>	25
Evidence of past performance	<ul style="list-style-type: none"> <li>○ Previous experience providing the service</li> <li>○ Records of calls logged, animals rescued and rehabilitated including numbers of animals collected, euthanased, rehabilitated and released</li> <li>○ Minimal complaints regarding timeliness, non-attendance or phone being unanswered</li> </ul>	20
Capacity and willingness to provide training to members, other carers and the public	<ul style="list-style-type: none"> <li>○ Number and type of training events planned</li> <li>○ Capacity to encourage people to live with wildlife</li> </ul>	15
Governance	<ul style="list-style-type: none"> <li>○ Current Public Liability Insurance (\$20M)</li> <li>○ Currently Incorporated, active committee</li> <li>○ Up to date with reporting requirements of any NT Government grants received previously</li> <li>○ Possess valid permits required for the activity</li> </ul>	10

## 8. Payment of Funding

The Wildlife Rescue and Rehabilitation service provision grants are offered every five years. Successful recipients enter into an agreement with the Northern Territory Government (NTG) to receive payment every year for five years. Payments are based on a financial year, not calendar year.

The total funds available for the annual grant round is \$250,000 per year, comprising up to \$100,000 for two or more recipients for services in Darwin and its rural areas; \$30 000 for Alice Springs; and \$20 000 for Katherine.

The Department may consider more than one recipient in Darwin but only one recipient will be approved for Katherine and Alice Springs. Organisations may apply for funding to provide the service in more than one region, but if awarded, the funding allocation must be spent in the respective region. Wildlife rehabilitation organisations are encouraged to collaborate and submit a joint application.

For grants totalling \$100,000 per year, funds will be released over two payments, the first in July (quarter 1) and second in January (quarter 3) of the financial year. Release of any funds for payment will be dependent on satisfactory compliance with the terms and conditions of the agreement.

Grant payments will be processed on receipt of:

- For the first payment, a signed funding agreement;
- For subsequent payments, following satisfactory achievement of agreed performance measures / outcomes and submission of reports, as outlined in Contract Detail in Part one of the funding agreement.

Funding will be paid via electronic funds transfer (EFT) to the organisation's nominated bank account.

## 8.1. Performance Measures

Performance measures will be outlined in Contract Detail in Part one of the funding agreement. The effectiveness of the service will be evaluated by reporting on evidence of organisational capacity, commitment and community support, within the agreed timeframes.

## 8.2. Reporting

Reporting requirements will be outlined in Contract Detail in Part one of the Funding Agreement and include an Annual Progress Report (template provided); Mid-Year Progress Report (template provided) Financial Report (template provided), Verified Income and Expenditure Statement and Funding Acquittal Statement (template provided). Reports must be received within the timeframes outlined in the agreement before subsequent payments will be made.

## 9. Goods and Services Tax (GST)

If the organisation is GST registered, the actual total is subject to GST and the following will apply:

- The total will be 'grossed up' by 10 per cent.
- It is the organisation's responsibility to ensure that the GST component is remitted to the Australian Taxation Office.
- A 'Recipient Created Tax Invoice' will be generated showing the 'grossed up' amount and forwarded to the organisation once the funds have been released.
- If the organisation is not registered for GST, the organisation is not required to pay GST and will not receive a 'grossing up' provision.
- The organisation must advise the department of any changes to its ABN or GST registration status.

## 10. Buy Local

The NT Government is committed to supporting local Territory businesses through its Buy Local Plan. Applicants must use labour, services, supplies and material available within the NT, except where it can be

reasonably demonstrated that it is impractical for commercial, technical or other reasons.

[www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au)

## 11. General Information

- These guidelines supersede all terms and conditions in previous guidelines administered by the Department and form part of any agreement for funding provided under this program.
- Funds may not be used for any other purpose without a request for variation and prior written approval from the Department.
- Funds are not granted retrospectively (for projects that have occurred or commenced prior to the application or notification of success).
- Funds granted are only for the period of the agreement and do not extend past the agreement date unless a variation is in place and approved by the Department.
- Recipients must comply with all conditions of a NT Government agreement, which includes participation in audits of funding use.
- Applications supported with a dollar for dollar contribution from the applicant, including specific details regarding project outcomes will strengthen a grant application.
- The NT Government reserves the right to withdraw approval for funding at any time if there is a change in circumstances in the nature or financial viability of the project, individual or organisation.
- The NT Government retains the authority to revoke funding approval at any time if association, committee members, or employees who are carers fail to possess current permits, violate permit conditions, or fail to implement any necessary enhancements to comply with an approved Code of Practice. If a funding recipient does not meet all requirements in the agreement, funds paid may be recovered as a debt due.
- Unexpended funds of the approved amount will be required to be refunded.
- Recipients will be required to acknowledge the government assistance (information on how to do this will be detailed in the grant agreement).
- It is a condition of application that details of successful and unsuccessful applications, including the name of the organisation, amount, purpose, and any special approval conditions may be published or used by the NT Government in any form and at any time. This includes legislatively required reporting of grant payments to the Australian Taxation Office where the recipient has an Australian Business Number (ABN).

## 12. Definitions

### 12.1. Grant Funding Agreement

The legally binding agreement that the funded organisation enters into with the NT Government. It includes information on reporting and acquittal requirements, payment schedules and other obligations.



## 13. Contacts

### 13.1. Darwin – Wildlife Operations

Level Four, Goyder Centre

25 Chung Wah Terrace

Palmerston NT 0830

Tel: 08 8999 4555

### 13.2. Katherine – Wildlife Operations

Parks & Wildlife Building

32 Giles Street

Katherine NT 0850

Tel: 08 8973 8888

### 13.3. Alice Springs – Wildlife Operations

Tom Hare Building

Arid Zone Research Institute South Stuart Highway

Alice Springs NT 0870

Tel: 08 8951 8250