

Crown Lands
Department of Planning, Housing and Infrastructure

2025-26 Crown Reserves Improvement Fund – Annual Grant Round

Guidelines

September 2025



Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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2025-26 Crown Reserves Improvement Fund – Annual Grant Round

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Grant Program Details	
Opening date and time	03/11/2025 9:00 AM
Closing date and time	5/12/2025 5:00 PM
Application outcome date	May – June 2026
Project delivery timeframe (for successful applications)	Within 12 months of the grant payment date (unless a project extension request has been granted)
Evaluation timeframe	November 2025 – May 2026
Decision-maker	Minister for Lands and Property
NSW Government Agency	DPHI Crown Lands
Type of grant opportunity	Open, competitive
Grant value (total available funding for the grant and the available individual grant amounts, including GST)	Total value of grant program \$13.5 million Note: this is an estimated amount – the exact amount available for grants will be confirmed in April 2026 as CRIF revenues for the financial year come in.
Application types:	
General grant applications:	Minimum amount: \$50,000 Maximum amount: \$1,000,000
Pest management applications:	Minimum amount: \$500 Maximum amount: \$200,000
Weed management applications:	Minimum amount: \$500 maximum amount: \$200,000
Enquiries	Crown Lands Phone: 1300 886 235 (option 5) Email: reservefunding@crowland.nsw.gov.au

Crown Lands reserves the right to amend any of these dates at its absolute discretion.

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1

Overview of grant/grants
program

1 Overview of grant/grants program

Applicants should read this document before filling out an application.

The Crown Reserves Improvement Fund (CRIF) provides financial support for the maintenance, improvement or development of Crown reserves.

The CRIF is a special deposit account administered by the Minister for Lands and Property. The Minister determines how the fund should be expended each year. Expenditure must be consistent with the purposes set out at section 12.29 of the Act. These purposes include the maintenance, improvement or development of Crown reserves.

This guideline sets out the requirements for the \$13.5 million 2025-26 CRIF Annual Grant Round for general, pest management and weed management projects. The general project stream will target highly utilised reserves with projects that will have a significant community impact.

The demand on CRIF funding is very competitive. As such, this financial year's Annual Grant Round will offer grants to applications that best address the assessment criteria and meet all eligibility criteria.

Crown land managers of any NSW Crown reserve are eligible to apply to the CRIF. If you are not the authorised land manager you must provide signed written authorisation to apply from the Crown land manager – if applying for multiple reserves, every land manager must give approval.

1.1 Purpose and objectives

The Annual Grant Round consists of 2 key focus areas; General Projects and Pest and Weed Management Projects, each of which have an overarching objective:

- **General Projects:** To financially support projects that will have a high community impact.
- **Pest and Weed Management Projects:** To assist Crown Land Managers meet their duty to biosecurity obligations of the reserves they manage under the Biosecurity Act 2015.

Please note: operational maintenance items and administrative costs do not meet this objective and are not eligible under this funding stream.

1.2 Grant value

The total value of the Annual Grant Round is estimated to be \$13,500,000 – noting that this amount may be varied should the financial position of the fund change substantially by April 2026.

- *General grants:* minimum application amount: \$50,000, maximum amount: \$1,000,000
- *Pest management:* minimum application amount: \$500, maximum amount: \$200,000
- *Weed management:* minimum application amount: \$500, maximum amount: \$200,000

Note: all amounts listed above are inclusive of GST.

2

Selection criteria

2 Selection criteria

Selection criteria for an Annual Grant Round grant comprises both eligibility and assessment criteria.

Crown Lands will consider each application and supporting evidence submitted, to recommend if the application has met, or not met, the eligibility criteria (outlined below). Crown Lands will then make recommendations for funding to the Minister for Lands and Property based on the comparative strengths of each eligible applications assessed criteria.

2.1 Eligibility criteria

Applications will be assessed against the eligibility criteria. The Crown Lands Funding Team (Funding Team) will review applications to determine eligibility.

Additional information to support eligibility will be accepted after the application submission period has closed at the discretion for the Funding Coordinator. **Applicants will not be allowed to submit information that enhances their application after the closing date to ensure the probity of process is maintained.**

All of the following relevant eligibility criteria must be met for a proposed grant recipient to be considered for a grant from the Annual Grant Round.

2.1.1 Common eligibility (for all grant types – general, pest and weed)

- a) The land(s) the application relates to must be a **Crown reserve** as defined in section 12.26 of the *Crown Land Management Act 2016*
- b) In addition to the requirement in a), the following are **NOT** eligible:
 - Freehold Showgrounds
 - Commons Trust
 - Freehold School of Arts
 - Any Crown land directly managed by Local Land Services (LLS).
- c) The land manager must have no outstanding overdue CRIF final project reports as at the round closing date.
- d) Non-council land managers must have submitted their 2024-25 annual report to the department by the round closing date via the Reserve Manager portal.
- e) The project must be consistent with section 12.29 of the *Crown Land Management Act 2016*.
- f) The application must relate to a project or sub-project that has not yet commenced.
- g) The correct application form for the type of project you are applying for needs to be appropriately filled out.
 - General project applications with multiple project types (e.g. including a weed component in a general application) will be deemed ineligible.
 - General project applications that have multiple major projects over multiple reserves on the one general project application form will be deemed ineligible.

- Applicants should use one general project form for one project on one reserve noting that project can have sub elements (e.g. an amenities block project could have sub elements of planning approvals, earthworks, plumbing, electrical, construction, landscaping etc.)
 - Pest and weed management applications will only be considered if submitted via the correct (pest or weed) application form.
- h) The application must be authorised by the official manager of the Crown reserve.
- i) The person **entering the on-line application** must be one of (see table 1):

Table 1. List of authorised persons eligible to apply for funding.

Crown land manager type	Authorised persons
Statutory Crown land manager board	Chair, Secretary, Treasurer, or appointed Administrator
Council Crown land manager	General Manager or Director
Corporate Crown land manager	CEO, CFO or General Manager
Other (e.g., Government agency, perpetual lease)	Crown Lands Area Manager or Director

If the person entering the online application **DOES NOT** hold a position listed above, then it is **mandatory for a signed written authorisation from an authorised person listed above be uploaded as part of the application submission**. This authorisation will include confirmation that a valid tenure is held for the reserve. (Refer to Annex A)

- j) Appropriate quotes / cost estimates must be provided with the application:

Requirements for quotes/cost estimates are dependent on the value of each activity (sub project) element. Quote requirements are detailed in Tables 2 and 3 below. Quotes must provide a breakdown of the GST component.

Table 2. Requirements for quotes and cost estimates for non-Council CLMs

Activity element amount (GST inclusive)	Quote requirements per activity element
\$0-\$30,000	At least one written quote
\$30,001-\$150,000	At least three written quotes (preferred) ⁽¹⁾
\$150,001 or more	Acceptable cost estimate and a commitment (that is, a strategy) for procurement via a competitive public tender.

Table 3. Requirements for quotes and cost estimates for Council CLMs

Activity element amount (GST inclusive)	Quote requirements per activity element
\$0-\$30,000	At least one written quote
\$30,001-\$250,000	At least three written quotes (preferred) ⁽²⁾ subject to the procurement policy for that Council and compliance with Section 55 of the Local Government Act 1993.
\$250,001 or more	Acceptable cost estimate and a commitment (that is, a strategy) for procurement via a competitive public tender.

Table 2 and 3 footnotes:

- 1) It is strongly encouraged that applications include up to 3 quotes to demonstrate value for money. Applications will be eligible if they include only one quote for each activity element however, this will be at the risk of scoring poorly if the quote does not represent good value for money.
- 2) Estimates will be acceptable when the local government (Council) is the land manager and is undertaking the works themselves. However, they must provide a comprehensive breakdown of activities and costs (hours, materials etc) to enable an informed assessment and will still be assessed for value for money.

2.1.2 General projects – specific eligibility

For general project applications the following specific eligibility criteria also apply:

- a) The application must address the **funding round objective**. For 2025-26 the funding round objective for general grant applications is:

To financially support projects that will have a high community impact.

Please note: Day to day operational maintenance items and administration costs *do not* meet this objective and are not eligible under this objective.

- b) The minimum grant application amount is **\$50,000 (incl. GST)** and maximum amount is **\$1,000,000 (incl. GST)**

2.1.3 Pest and weed management projects – specific eligibility

For both pest and weed management project applications the following specific eligibility criteria also apply:

- a) The application must occur on Crown land
- b) The minimum grant application amount is **\$500 (incl. GST)** and maximum amount is **\$200,000 (incl. GST)**

2.2 Assessment criteria

The CRIF Annual Grant Round is an open, competitive grant program where applications are assessed and scored against the assessment criteria.

Recommendations to the Minister for Lands and Property for funding will be based on the highest ranked scores for applications from the same application type (general, pest and weed).

The Minister for Lands and Property is the decision-maker for this program and will consider the recommendations and make decisions relating to the approval of funding.

2.2.1 General project applications assessment criteria

For general project applications, the total score will be expressed as a percentage and will be the primary decision point as to whether the application will be recommended as successful or not.

Despite the total score, applications may be assessed as 'not recommended' for specific reasons.

These may include that the activity conflicts with:

- the reserve purpose
- Aboriginal interests (native title, Aboriginal land claims, etc)
- existing community use
- the reserve's Plan of Management
- the priorities of the Department
- current tenure arrangements
- value for money in the use of public funds

To ensure applications are recommended, it is strongly suggested that applicants discuss their projects with their local Crown Lands office before submitting their application.

The assessable criteria for general grant applications are outlined in Table 3.

Table 3. General Project Assessment Criteria												
Criteria	Specific information and evidence required	Weighting										
Community Impact	<p>Demonstrate how effectively the project will contribute to the social, economic, cultural and/or environmental advancement of the community by:</p> <ul style="list-style-type: none"> • Maintaining or increasing public access, amenity and use of the reserve • Supporting social cohesion and participation in community life • Enabling people with accessibility requirements or living with a disability to be included • Delivering a service or infrastructure to enable Aboriginal people to access, care for, protect and manage land • Conserving heritage values and/or natural values, and/or • Creating employment or business opportunities. <p>Questions to be answered:</p> <ol style="list-style-type: none"> 1. <i>Describe how the project will maintain or grow public use, amenity and community enjoyment (20%)</i> 2. <i>Describe how the project will:</i> <ul style="list-style-type: none"> • <i>conserve heritage (whether Aboriginal or non-Aboriginal)</i> • <i>conserve natural values AND/OR</i> • <i>increase employment, volunteerism or business opportunities either directly or indirectly (20%).</i> 	40%										
Reserve Utilisation	<p>Measured by annual visitation numbers – regular repeat visitors count once per day visited supported by as much substantiated evidence as possible.</p> <table border="0"> <thead> <tr> <th>Annual Visitation</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>>= 1,000,000</td> <td>40</td> </tr> <tr> <td>>= 750,000</td> <td>35</td> </tr> <tr> <td>>= 500,000</td> <td>30</td> </tr> <tr> <td>>= 250,000</td> <td>25</td> </tr> </tbody> </table>	Annual Visitation	Score	>= 1,000,000	40	>= 750,000	35	>= 500,000	30	>= 250,000	25	40%
Annual Visitation	Score											
>= 1,000,000	40											
>= 750,000	35											
>= 500,000	30											
>= 250,000	25											

Table 3. General Project Assessment Criteria

Deliverability and Affordability	<ul style="list-style-type: none"> • Value for money – estimated costs through competitive, multiple quotes or a demonstrated procurement process • Demonstrated capacity and capability to deliver the project • Any co-contributions from other sources (cash or in-kind) • Ability to access other funding sources for the project 	20%
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Notes to Table 3:

- Applicants that do not provide any visitation numbers will not be supported as there is no evidence or data to measure against.
- If there is insufficient evidence to support visitation numbers provided it may result in the application score being discounted.
- If applicants provide visitation numbers from various sources that cannot be attributed to the reserve specifically (e.g. broad tourism visitation data for the area), the visitation number may be revised by the assessors to more accurately reflect data that can be relied on.
- In kind contributions should be quantified and included in the project budget. These include labour or materials or other goods or services contributed to the project by the Crown land manager or community. Unless these contributions are clearly articulated, they cannot be considered in the assessment process.
- Assessors will be provided with guidance documentation to ensure accurate and consistent assessment scores across the state.

2.2.2 Pest project applications assessment criteria

For pest project applications, the total score will be compared with the total scores for other pest applications only to determine whether the application will be recommended or not.

The assessable criteria for pest grant applications are:

Table 4. Pest Management Project Assessment Criteria	
Assessable Criteria (pest)	Specific information and evidence required
Severity	The severity of the pest/s and potential to spread and/or degrade agricultural land, natural vegetation, community land etc. Area (ha) / range or population density on a map to be included.
Strategic alignment	The activity addresses objectives of the <u>NSW Invasive Species Plan 2023-2028</u> . The activity is compatible with the <u>NSW Wild Dog Management Strategy 2022-2027</u> and/or the relevant <u>Regional Strategic Pest Animal Plan</u> .
Best practice	The activity demonstrates “best practice” in pest management / control as recommended by the department or local control authorities.
Long term outcomes	The activity will lead to long term control of the identified pest animals, including a plan to implement follow up work.
Collaboration	The activity is collaborative and/or attracts funding from Local Land Services (LLS), Department of Primary Industries and Regional Development (DPIRD) or other stakeholder/s.
Monitoring	The activity outlines processes to monitor the effectiveness and achievement of the control measures.

2.2.3 Weed project applications assessment criteria

For weed project applications, the total score will be compared with the total scores for other weed applications only to determine whether the application will be recommended or not.

The assessable criteria for weed grant applications are:

Table 5. Weed Management Project Assessment Criteria	
Assessable Criteria (weed)	Specific information and evidence required
Severity	<p>The severity of the weed and potential to spread and/or degrade agricultural land, natural vegetation, community land etc. (site specific weed risk assessment and / or management plan would be highly desirable).</p> <p>Applicants are encouraged to include area (ha) estimate of the area to be treated or the number of plants if applicable. Providing photos and maps are recommended.</p>
Strategic alignment	<p>The activity addresses objectives of the <u>NSW Invasive Species Plan 2023-2028</u>.</p> <p>The activity is compatible with the relevant <u>Regional Strategic Weed Management Plan</u> and the NSW Weeds Action Program.</p>
Best practice	<p>The activity demonstrates “best practice” in weed management / control as recommended by the DPI NSW Weed Control Handbook <u>NSW WeedWise</u>, Department of Primary Industries and Regional Development (DPIRD) or local control authorities.</p>
Long term outcomes	<p>The activity will lead to long term control of the identified weed/s, including a plan to implement follow up work.</p>
Collaboration	<p>The activity is collaborative and/or attracts funding from Local Land Services (LLS), Department of Primary Industries and Regional Development (DPIRD) or other stakeholder/s.</p>
Monitoring	<p>The activity outlines processes to monitor the effectiveness and achievement of the control measures.</p>

3

Application process

3 Application process

3.1 How to apply

Crown Lands recommends that applicants familiarise themselves with the application form ahead of preparing the application and plan to submit the application ahead of the deadline.

There will be only one round for the 2025-26 Annual Grant Round:

Applications will be accepted from **9:00am on Monday 3 November 2025**

Applications will close at **4:59pm on Friday 5 December 2025**.

Links to access online application forms on the SmartyGrants platform are available on the CRIF website. [Crown Reserves Improvement Fund | Crown Lands](#)

There is a separate application process for the three (3) project types:

- General projects – assessed by local, regional then statewide Crown Land panels
- Weed management projects – assessed by specialised Regional Weed Assessment panels.
- Pest management projects – assessed by specialised Department of Primary Industries and Regional Development’s Invasive Species Unit

It is **critical** that applicants use the correct application form for their project type. Using the wrong form or combining different project types will make your application ineligible as it cannot be matched to the appropriate assessment process.

Applicants are strongly encouraged to:

- allow adequate time to submit applications by the closing date — **no extensions will be given**
- provide succinct and accurate information in the form, answering all relevant questions
- attach all relevant documentation – applications without adequate quotes or authority to apply will be ineligible for funding
- ensure final project reports for previous CRIF projects under the control of the Crown land manager (CLM), are up to date
- ensure that the reserve’s 2024/25 annual report has been submitted via the reserve portal
- include photographs to support your application wherever possible
- note that funds are only provided for projects that have **not yet commenced**
- note that application preparation costs are not claimable through the CRIF. This includes the engagement and payment of third-party grant writing organisations or consultants. The use of professional grant writers will not necessarily increase the likelihood of obtaining CRIF funding. It is recommended that CLMs complete applications for the reserves they manage. If

you require assistance or guidance on any aspect of the application, contact your local Crown lands office or the Funding Team.

If you require changes to your submitted application **prior to 1.00pm on Friday 5 December 2025** you can contact the Funding Team who can re-open the application form. **Applications must be re-submitted prior to 4.59pm on Friday 5 December 2025 otherwise the application will be ineligible. Note the system will automatically close to all applications at 4.59 + 60 seconds exactly.**

3.2 Support available to applicants

The Crown Reserves Improvement Fund | Crown Lands webpage will contain:

- a. Three links to each of the different application types – General, Pest and Weeds
- b. Any status updates or notifications with regards to the SmartyGrants application system:
 - i. System status including advise on any technical errors or other important information
 - ii. General advice re the status of the funding round e.g. if the round is open or closed for assessment.

Technical and help instructions relating to the online application process are found within the green help tab on the top right-hand corner of the online SmartyGrants application.

Application questions will have “hints & tips” in greyed text below the question to further guide and explain the expected responses.

If you have read this document and still require assistance with the application process, please contact the Funding Team on 1300 886 235 (option 5) or reservefunding@crowland.nsw.gov.au.

4

Assessment process

4 Assessment process

4.1 Assessment of grant applications

Each application will be assessed in accordance with the following steps:

1. Applications received centrally and vetted by the Funding Team.
2. General applications will be assessed by the relevant local Crown Lands office. Assessors will be provided with guidance documentation to ensure accurate and consistent assessment scores across the state
3. The Crown Lands regional offices and Area Managers will liaise with their local offices to review the general application assessments from their respective areas.
4. Pest and weed applications will be directed to Crown Lands' Environmental Services Team for distribution and oversight to the following specialist panels:
 - a. Pest applications: by the Department of Primary Industries and Regional Development's Invasive Species Unit.
 - b. Weeds applications: by each relevant specialist Regional Weed Panel.
5. General, pest and weed application assessments will be combined for a final, state-wide review by the CRIF Annual Grant Round Assessment Committee.
6. Applications that best meet the criteria will be recommended for funding and be presented to the Minister for Lands and Property for approval via a brief.
7. The Minister is the decision-maker for this program and will consider the recommendations and make decisions relating to the approval of funding.

Note:

Eligibility criteria will be evaluated on a 'yes/no' basis by the Funding Team. Where an answer of 'no' applies to any of the criterion, the Funding Coordinator may allow additional information to be submitted after the closing date in certain circumstances to enable an application to meet eligibility criteria e.g. Crown Land Manager Authorisation to apply.

This discretion will be used consistently across all applications and will not prejudice any application. All discretionary decisions are documented and reviewed by the CRIF Annual Grant Round Assessment Committee and the probity auditor for the program. An independent probity advisor will oversee the assessment process.

4.2 Notification of application outcome

Once the recommendations have been approved the applicant will be notified of the outcome in writing via email and details of successful projects will be published on the NSW Government Funding Finder as required by the NSW Grant Administration Guide.

For larger infrastructure projects, Crown Lands may contact the successful applicant, as appropriate, to finalise project milestones in establishing a funding agreement.

Funding agreements must be executed within six weeks of notification by Crown Lands.

Failure to execute a funding agreement or claim funding by the due date, may result in Crown Lands withdrawing the offer of funding.

4.3 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved.

All records in relation to this decision will be managed in accordance with the requirements of the State Records Act 1998 (NSW).

5

Successful grant
applications

5 Successful grant applications

Successful (and unsuccessful) applications will be notified in May 2026.

Terms and conditions will apply to successful grants. Successful organisations will be required to:

- review, understand and agree to a funding agreement that sets out these terms and conditions
 - comply with the terms and conditions in acquitting the grant
-

5.1 Grant agreement

Successful applicants approved for funding will be required to enter into a funding agreement that covers their obligations. The project must be completed in line with the funding terms and conditions of the funding agreement. Crown Lands will execute a funding agreement with successful applicants for the project in accordance with the approved scope, budget and schedule of the project set out in the approved application.

The following reflects the intent of some key provisions that will be included in the funding agreement with successful applicants:

- Grant payments will not be made until an executed funding agreement is in place and Crown Lands will not be responsible for any project expenditure until this time.
- Successful applicants may be required to complete periodic project updates, project evaluation, and return progress reports on the agreed milestones of the project.
- If, for whatever reason, an organisation is unable to proceed with a project, Crown Lands must be informed in writing, via email, as soon as possible.
- Crown Lands reserves the right to undertake an audit of grant funding to successful organisations, at any stage, within seven years of funding payment.

If a grant recipient breaches any of the terms and conditions of the funding agreement, Crown Lands reserves the right to terminate the funding agreement and reclaim the grant in part or in whole at its discretion.

5.2 Grant payment

The department will deposit the grant funds into the nominated bank account of the Crown land manager within 28 calendar days of receipt of the signed funding deed.

5.3 Unspent funds

If the project is completed and there are unspent funds remaining from the grant allocation, please contact Crown Lands. Unspent grant funds must be returned to the department within two months of project completion.

Please contact the Crown Lands Funding Team:

Phone: 1300 886 235 or Email: reservefunding@crowland.nsw.gov.au

5.4 Indicative reporting and acquittal requirements

Crown land managers are required to submit a final project report including copies of all invoices, proof of payment (e.g. bank statement or receipts), before-and-after photographs where applicable, and return any unspent grant funds to the department within two months of project completion.

The financial acquittal must be for the total project cost for funded scope items (which includes grant amount plus any financial co-contribution that contributes directly to these scope items). Successful recipients should ensure that all invoices, receipts, remittances and bank transfers are retained in order for this to occur.

Applicants that do not provide a final project report by the required date(s) may be ineligible for future Crown Lands grants until this is provided.

Crown Lands reserves the right to undertake an audit of grant funding to successful organisations within seven years of funding payment.

Local Council specific reporting:

If the Crown land manager is a local council that is audited by the Auditor General NSW without any qualifications, a special purpose financial statement signed off by an appropriately qualified CA/CPA staff member certifying a 'true and fair' view in acquitting grant funds, to the satisfaction of Crown Lands may be acceptable.

In some cases, this report can be used in lieu of producing invoices for every payment made, however, it may be appropriate to provide supporting system/ledger reports as reasonable evidence of appropriate use of funds and/or to support amounts reported in expenditure categories of the special purpose report.

The following is an example statement in certifying the report:

- 'I certify that this special purpose report represents a true and fair view of how project grant funds were spent.'

Signed and dated with full printed name, position and current professional membership details

5.5 Variations to an approved project

Grantees must seek prior written approval from Crown Lands to vary a funded project.

Variations that seek minor changes to the approved project and/or extensions of time up to 12 months will be considered and approved by Crown Lands without the need for prior consultation with the Minister.

Requests for substantive changes to the project scope of an approved grant will be referred to the Minister. A substantive change is one that alters the approved purpose. Section 6.4.1 of the Guide provides that if the change is such that the grant recipient is essentially requesting a new grant then the change in scope should be treated as a new grant and considered in line with the requirements of the Guide and the ordinary processes. If the request is supported by the Minister's Office, Crown Lands will assess the proposed project as a new grant against the Program Guidelines.

If a grantee advises that the approved project cannot be delivered and/or the variation requests are not supported by the Minister's Office, Crown Lands will withdraw from the offer of funding and seek repayment of the funds.

5.6 Evaluation

A final project report will be required within two months of completion of the project as outlined in the funding agreement. The final project report will require grant recipients to provide detail of the short-term outputs and outcomes that have been achieved since the completion of the project, reflecting on those proposed by applicants in the original grant application.

5.7 Acknowledging the NSW Government

Successful applicants must acknowledge the NSW Government's support as per the [Funding Acknowledgement Guidelines | NSW Government](#).

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the project are discussed with, and approved in advance by, Crown Lands.

6

Additional information and
resources

6 Additional information and resources

6.1 Complaint handling

If there are any concerns regarding the probity or integrity of this program, contact should be made with Crown Lands via email - reservefunding@crowland.nsw.gov.au or call 1300 886 235 (Option 5).

6.2 Access to information

Information received in applications and in respect of applications is treated as confidential. However, documents in the possession of Crown Lands are subject to the provisions of the *Government Information (Public Access) Act 2009*. Under some circumstances a copy of the application form and other material supplied by the applicant may be released, subject to the deletion of exempt material, in response to a request made in accordance with the Act.

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

6.3 Code of conduct

The Crown reserves code of conduct (the code) outlines the standard of behaviours expected of people contributing to the management of a Crown reserve. [Reserve manager conduct | Crown Lands](#)

The community expects that Crown reserves will be managed with transparency, integrity and good governance, and the code reflects those expectations.

6.4 Conflict of interest management

A conflict of interest exists when a person might reasonably perceive that the personal interests of a key decision maker of the funded organisation could be favoured over the duties to the funded organisation.

Applicants will be asked to declare as part of their application, any perceived or existing situation which could or does give rise to a conflict of interest. If applicants later identify that there is an

actual, apparent, or potential conflict of interest or that one might arise in relation to a grant application, they must inform Crown Lands in writing immediately. All key decision makers of your organisations including persons who will be responsible for expending the funds (such as board/committee members, the CEO (or equivalent) and managers of the project) must also declare any conflicts of interest.

With respect to the annual funding round, applicants must not:

- do anything which could place a public official in a conflict of interest
- offer gifts or inducements to any public official

Applicants must provide accurate and honest information. Any misrepresentations may give rise to some consequence (e.g., exclusion from grant consideration; rescission of grant; breach of contract) at the absolute discretion of Crown Lands.

6.5 Information sharing and public announcements

Successful applicants may be required to keep the outcome of the application process confidential until the Government makes a public announcement.

Information submitted in the application will be shared with NSW Government agencies assisting Crown Lands with the grants process (including the application process, website/database and program evaluation). Such agencies are also required to comply with privacy laws.

Should your application be successful, Crown Lands may provide certain information to the media and Members of Parliament for promotional purposes. This information may include applicant name, project name, project description, location of the project, location of the grant recipient and amount funded and total project cost.

Information provided in the grant application and final project reports may be used to develop case studies including photos. The contact details supplied by the person submitting the application may also be provided to the relevant Members of Parliament.

6.6 Publicity

The NSW Government reserves the right to be involved in media opportunities and speaking engagements relating to the funded project.

Recipients must ensure that any media opportunities, speaking engagements and signage relating to the project are discussed with, and approved in advance by, Crown Lands.

All recipients of NSW Government funding must acknowledge the NSW Government's support through the provision of funding.

6.7 Privacy policy

Crown Lands will collect and store the information you voluntarily provide to enable processing of this grant application. Any information provided by you will be stored on a database that will only be accessed by authorised personnel and is subject to privacy restrictions. The information will only be used for the purpose for which it was collected (or otherwise with your consent). Crown Lands is required to comply with the Privacy and Personal Information Protection Act 1998. Crown Lands collects the minimum personal information to enable it to contact an organisation and to assess the merits of an application. Applicants must ensure that people whose personal details are supplied with applications are aware that Crown Lands is being supplied with this information and how this information will be used. Crown Lands may engage external service providers to assist it in assessing applications, evaluating grant programs and/or ensuring probity of programs. Any such service provider is required to comply with privacy laws.

6.8 Contact information

Crown Lands staff are available to provide information to potential applicants on interpretation of these guidelines including types of projects eligible for funding. They can also provide advice relating to the online application process. Please direct enquiries to reservefunding@crowmland.nsw.gov.au or 1300 886 235 (option 5).

If you require additional support, including the use of a translator, please call the National Translating and Interpreting Service on 131 450, and ask them to call us on 1300 886 235 (option 5).

2025-26 Crown Reserve Improvement Fund Program

Authorisation to apply

This letter serves as authorisation of [APPLICANT ORGANISATION], [APPLICANT NAME], to submit an application for funding in the 2025-26 Crown Reserve Improvement Fund on behalf of [CROWN LAND MANAGER] for [RESERVE NAME].

I acknowledge that I am an authorised person for this Crown reserve as per the table below and that [APPLICANT ORGANISATION] holds a valid tenure (*licence or lease agreement*) for its use and occupation of the reserve.

I understand that, if successful, the Crown land manager will be responsible for the acceptance, delivery and reporting obligations associated with this project.

Name of authorised person:

Position:

Signature:

Crown land manager type	Authorised persons
Statutory Crown land manager board	Chair, Secretary, Treasurer or appointed Administrator
Council Crown land manager	General Manager or Director
Corporate Crown land manager	CEO, CFO or General Manager
Other e.g. Government agency, perpetual lease	Crown Land Area Manager or Director