

THE LAND RESTORATION FUND

Information Sheet

Completing your Initial Application form

What you need now

Stage 1 Initial Application:

Firstly, you need to determine whether you are eligible. Refer to the [Investment Application Guidelines](#) section 5. If you have questions about the Eligibility Criteria, ensure you contact the LRF prior to submitting your application.

To give the Investment Panel a good understanding of the type of project, how much you want to be paid and what the project is going to achieve, in the initial application you will need to submit the following key information:

- **Carbon farming method/s** you will use to register the project under the Emissions Reduction Fund
- **Shapefiles** of both the carbon estimation area/s and the area/s where you will be undertaking co-benefit activities
- **Forward Abatement Estimate** of ACCUs for each carbon estimation area
- **Volume of ACCUs** you propose to contract to the LRF
- **Investment requested** from the LRF for your project
- **Co-benefit classes** to be claimed and a description of the outcomes to be delivered
- An outline of **co-benefit activities** and draft **annual costings**
- **Land title holder details** and their **letter of acknowledgement** (if not the Applicant)

What you don't need now

Stage 2 Final Application:

If you are shortlisted by the Investment Panel, we will supply a final application form to complete for Stage 2. To give the Investment Panel confidence that your project will be successful in delivering the outcomes identified, the additional detail which we will require will include:

- **finalised commercial proposition**, including **ACCU schedule**
- **risk identification** and management (including **departures to the PIA**)
- **project participants and roles**
- **Project expenditures** to inform employment and economic impact
- **applicant experience** and **partnerships** (CV and referee details)
- **improved co-benefits proposal** (optional)
- **responses to any questions** requested by the Investment Panel from Stage 1 assessment and shortlisting process.

Initial Application sections

Section A1 – Applicant details

Key details required:

- project title and current land use
- contracting party details
- Land title holder details + their letter of acknowledgement
- Representative or agent details

The beginning of the application asks for the Project title and the current primary land use of the property where the project will occur. This helps us build an understanding of the project and the land use transition.

Next you will need to identify who will be the contracting party for the LRF project, which will also be the party that registers the ERF project.

You are required to provide contact details of the Contracting Party, and the Land Title Holder (if not the applicant, including upload of a letter of acknowledgement). There is also the option to provide an agent or representative for the project, who is authorised to discuss and make decisions about the project if the need arises. This could be a project manager within your business, a third party involved in the delivery of the project activities or management of the carbon project, a legal advisor, a Trust representative etc.

Section A2 – Project overview

Key details required:

- Short project abstract
- ERF method nomination + ERF Questionnaire upload
- Location and Carbon Estimation Area shapefiles

In this section we request a short, succinct outline of the project (Project Abstract) which highlights the key components of the project and the outcomes it will deliver. This can be thought of as the 'Who, What, Where, Why?' of the project.

Next you will need to nominate the number of ERF carbon farming methods the LRF project will employ and upload a copy of a completed ERF Questionnaire. The ERF Questionnaire will step you through key eligibility criteria for registering a carbon farming project with the Clean Energy Regulator.

How to select a method

You will need to be aware of the commercial principles of Investment Round 2, which can be found in section 4.7 of the Guidelines, including the eligible ERF methods for LRF projects. You will need to select an eligible method or combination of methods in accordance with the Guidelines. The ERF Questionnaire must be completed and attached in full. This questionnaire is available from the CER website.

Project areas – carbon estimation areas and co-benefit activity areas

The next information requested in section A2 is for spatial data files (shapefiles) of the Carbon Estimation Area (area generating carbon credits for each method). This helps us assess the potential environmental improvement to evaluate co-benefit outcomes.

How do I determine the CEA?

CEAs are determined in the same manner as for any other carbon farming project to be registered with the ERF. Note: the number of ACCUs the project is estimated to generate within each CEA will be required in the next section, where you will enter your commercial proposition of the number of ACCUs you wish to contract to the LRF.

How do I create shapefiles?

One option for generating a shapefile is to use Queensland Globe. Instructions for *drawing a polygon* (a picture of the proposed area) and *exporting the data* (in the form of a shape file) can be found in the [FAQs page](#) on the [Queensland Globe](#) website.

The remaining information requested in section A2 is the project location (lot on plan) and general vicinity property information to help understand the surrounding environment.

Section A3 – Commercial Proposition

Key details required:

- Effective Term
- Forward Abatement Estimate (FAE) for each carbon method
- Volume of ACCUs to contract to the LRF
- Permanence period nomination
- Number of hectares per method
- Total investment requested from the LRF

This section is where you will enter your proposed contract details regarding the duration, value and ACCU volume of the LRF project.

First you are asked to nominate the Effective Term, which is the duration of the agreement for the LRF to purchase ACCUs from the project.

Contracting details

The next step is to provide the ACCU contracting details, for each carbon farming method. This includes the number of hectares for each method, the permanence period (if sequestration method), the Forward Abatement Estimate of ACCUs likely to be issued during the Effective Term, and the number of ACCUs you are offering to contract to the LRF.

Please note, the selection of permanence can influence the calculation of ACCUs to be issued for a project. For information on the conditions for calculating the FAE and volume to offer to the LRF, refer to section 4.7 Commercial principles of the Investment Guidelines.

See the below examples of how to calculate ACCU values.

An example of ACCU volume calculations with one carbon farming method:

Estimate of ACCUs to be generated over 15 years in the CEA for the Environmental Plantings method = 100,000

- Permanence period chosen is 25 years
- Effective Term is 15 years.

The number of ACCUs likely to be issued by the CER for that project over the Effective Term is 100,000. Factor in a 20% permanence reduction, and a 5% risk of reversal buffer. This leaves 75,000 ACCUs likely to be issued by the CER during the project's Effective Term.

The LRF will contract no more than 80% of the volume likely to be issued, therefore up to 60,000 ACCUs could be offered to contract to the LRF for this project.

An example of ACCU volume calculations with two carbon farming methods:

Method #1: Estimate of ACCUs to be generated over 10 years in the CEA for the Environmental Plantings method = 5,000

Method #2: Estimate of ACCUs to be generated over 10 years in the CEA for the Soil method = 10,000

- Permanence period chosen is 100 years
- Effective Term is 10 years.

The number of ACCUs likely to be issued by the CER for that project for Method #1 is 5,000. Factor in a 5% risk of reversal buffer. This leaves 4,750 ACCUs likely to be issued by the CER. *This Tier 1 method must contribute at least 10% of the total project ACCUs.*

The number of ACCUs likely to be issued by the CER for Method #2 is 20,000. Factor in a 5% risk of reversal buffer. This leaves 19,000 ACCUs likely to be issued by the CER.

The total for both methods is 23,750 ACCUs likely to be issued by the CER.

The LRF would contract no more than 80% of this number, up to a total of 19,000 ACCUs. The Tier 1 method (Environmental Plantings) is required to provide at least 10% (1,900 ACCUs) towards the total volume contracted to the LRF.

Total investment requested for the LRF project

After detailing the ACCU contracting details, you will need to state the total investment amount you are requesting for the project. The application form will automatically calculate indicative totals from the information you have entered, including a price per ACCU with co-benefits.

Note: You are not required to nominate whether you are requesting an Upfront payment in the initial application. This information will be collected from projects that are shortlisted for Stage 2.

Please ensure that you understand the elements of a project that can or cannot be altered if the project is shortlisted for Stage 2.

Section A4. Co-benefits overview

Key details required:

- project summary
- Co-benefits Activity Area shapefiles
- indicative photographs of the project area/s

Section A4 is where you introduce the details of the co-benefits you will deliver on top of the carbon farming project.

Firstly, we ask for a longer Project Summary, which should provide an overview of the project, detailing the project activities that will be undertaken, the location and what environmental assets will be impacted by the project. You should also identify how the project aligns to the Investment Priorities of the program, and the proposed co-benefit outcomes.

Project areas –co-benefit activity areas

The next information requested in section A4 is for spatial data files (shapefiles) of the areas where activities to deliver the co-benefit outcomes will occur. Note: depending on your project design, the co-benefit activity areas may be the same as, overlap with or be adjacent to the Carbon Estimation Area/s.

How do I determine the Co-benefit activity areas?

You will first need to identify the Co-benefit classes you will claim and deliver outcomes for, in order to determine the co-benefit activities and the areas they will occur. Once you have your co-benefit classes selected, check against the requirements of the ERF method to identify what additional activities you wish to undertake to increase the co-benefit outcomes. These might be exclusion fencing, weed or feral animal control and other activities not already required by the ERF method. Upload shapefiles of these boundaries, clearly labelled with the co-benefit activity.

Next, you are asked to upload a series of indicative photographs to help the Investment Panel better understand your project. Please label photos to clearly identify which part of the project they relate to and which activities (e.g., "Co-benefits area 1_weed control"). Approximately 5 photos should be sufficient.

Section A5 – Merit Criteria – Co-benefit outcomes

Key details required:

- selection of Environmental, Socio-economic and First Nations Co-benefit classes
- assurance selection for each class
- co-benefit outcomes
- mitigation of negative impacts of the project
- details of research, assessments and technical expertise

Co-benefits proposal

In this section you are required to nominate which co-benefit classes you will claim, monitor and report against for the duration of the Effective Term. For each co-benefit class you will need to outline the proposed outcomes the project will deliver and select the level of assurance (proponent or third party) which will determine the activities required to verify the outcomes. If your project has more than one carbon farming method, you will need to identify which method each environmental co-benefit class relates to.

The [Co-benefits Standard](#) outlines the eligibility conditions for the co-benefit classes. Resources to help identify eligibility can be found in the PIP and the [LRF Support and Rebate web page](#).

The LRF seeks to invest in projects that deliver co-benefits that would not occur without the project. Be sure to articulate what makes the co-benefit outcomes *additional* to what would happen if the project did not occur and provide information to support this claim.

How to identify environmental co-benefit classes you could claim and deliver outcomes for:

To determine the environmental co-benefit classes your project may generate outcomes for, you will need to consider the environmental assets present (for example, priority ecosystems, threatened or vulnerable species) and what activities would benefit them (check criteria wording).

It will be necessary to understand the co-benefit classes and the criteria required to meet each class, found in the Co-benefits Standard, which may include both location-specific values and natural asset features. You will also find in the Co-benefits Standard the monitoring and reporting requirements for environmental, socio-economic and First Nations co-benefit classes.

What types of socio-economic co-benefits can my project deliver?

There are three classes of socio-economic co-benefits. These relate to generating and retaining *regional* employment and providing skills and training opportunities, increasing *local* benefits for the community across economic and social factors, and increasing the participation in carbon farming by diverse groups.

Employment and Skills

Projects wishing to claim Employment and Skills co-benefits will need to outline the new jobs the project will generate and any existing jobs that would otherwise be lost if the project was not to go ahead. Details such as number of jobs, job arrangements (e.g., full time, part time or seasonal positions) and where the workers will be sourced from to fill the roles (i.e., not Metropolitan Brisbane) will help the LRF in assessing the amount of benefit the project will provide.

For the skills component of this co-benefit class, applicants are encouraged to incorporate new training and development opportunities for the employed persons as part of the project. Resources such as the [Queensland Skills Gateway](#) and the [Priority Skills List](#) will help identify the targeted skills and vocational training courses offered. You can also contact your [regional DESBT training office](#) to find out more about local training opportunities and access networks of trainees and providers. You will be asked to outline the training and skills co-benefit outcomes the project will deliver to regional employees. Note: the skills and training opportunities can cover the whole spectrum of roles involved in developing and implementing a carbon farming project. The types of training to be counted towards the co-benefit class is not restricted to on-ground operational activities and may include for example, Certificate IV in Project Management, Certificate III in Business administration, Diploma of Agribusiness, Certification I in Conservation and Ecosystem Management.

Diversity and Human Rights

To claim this co-benefit, outline the benefits to the specified diversity groups through their involvement in the project. Give details on the types of participation, the outcomes of the participation, and any flow on benefits to the communities represented. For example, involvement in the development and design of the project or managing and leading project activities, participation benefits through opportunities to learn or practice new skills or sharing of cultural knowledge. Flow-on benefits may include engagement and integration with the wider communities represented or greater economic security and access to opportunities.

Community Resilience and Environmental Connection

To claim this co-benefit, the project must be located in an area broadly defined as an area of relative socio-economic disadvantage and generate economic co-benefits for the local community or improve people's connection to the environment. The Co-benefits Standard provides instructions on how to check eligibility for this class. Benefits to community resilience through economic stimulus might include the sourcing of project materials and labour hire from local providers, contribution to the establishment of new local businesses or branch office to produce goods or services for the project such as nurseries or developing local tourism through farm stays or agritourism.

Outcomes towards increasing the community connection to environment might come from providing educational opportunities through establishing the property as a local demonstration site of the benefits of carbon farming or regenerative farming practices or sustainable land management.

By referring to the local NRM Regional Plan you may find objectives for the local environment that will have been developed through community consultation and are specific to the natural values of the area.

What information is required for claiming First Nations co-benefits?

To claim First Nations Co-benefits the project need to either take place on Indigenous land and provide benefits to the relevant First Nations Peoples for the land, or for participation-based co-benefits the project must be owned by First nations peoples or directly involve First Nations participation.

The LRF seeks to ensure that the important co-benefits that carbon farming projects can provide for First Nations peoples are recognised and valued. Therefore, it is understood that these co-benefits encompass a broad range of benefits including customary, cultural, economic and business development benefits.

Refer to the Co-benefits Standard for the eligible land types the project can take place on to claim First Nations benefits based on location. When claiming First Nations benefits from participation, give details on the types of participation, the beneficiaries and the flow on benefits to the communities involved. This could include the economic benefit to the indigenous community, customary and cultural benefits through undertaking and teaching traditional

landscape management practices, or opportunities for small business development in indigenous communities to provide resources associated with delivering a carbon farming project.

Mitigation of negative impacts

In this section provide any potential perverse outcomes that you have identified may occur due to undertaking the project (if any). Include information on mitigation activities and how you will monitor the impact throughout the project duration. Examples could include project activities which may, if implemented without due care, improve habitat for one threatened species at the expense of others.

Research, assessments and technical expertise

This section is where you can give evidence to help us assess project feasibility and the likelihood of the project generating the proposed outcomes. Provide an outline of the expertise you have in the project team and include information on any partnerships arranged or any research and development activities that will be undertaken as part of the project.

Lastly, upload any other documents that support the feasibility and risk mitigation aspects of the project, and provide a short description and purpose for uploading each item. Note that assessors will have access to State-wide public datasets, therefore provide information that has been generated specifically for the project. These might include what you used to estimate forward abatement, social-science papers on connecting community to the environment, property specific environmental records and threatened species reports, advice received from Carbon Service Providers and other industry advisers, etc.

Section A6 – Project delivery and reporting

Key details required:

- draft annual costings for co-benefit activities
- draft capital expenditure

Co-benefits activities table

This section requires details on the activities that the project will undertake to deliver the co-benefit outcomes, with draft annual costings and frequency. Operational and capital expenditure are captured in separate tables, and you will be required to identify which co-benefit class the activity relates to. Operational activity expenditure may include, but not limited to; key establishment, operational and verification activities such as employee wages, auditing costs, baselining activities, propagation costs, employee training or tertiary course contributions. Capital expenditure may include water infrastructure, fencing materials, seedlings, etc.

It is not expected that full project costings are provided in the initial application. While the costs of co-benefit activities should be factored into the total investment requested at section A3.3, these values do not need to match. A draft list and indicative costs will assist the LRF to better understand the project design and likelihood of delivering intended co-benefit outcomes. LRF applications that progress to Stage 2 will be asked to refine the activities and costings in the Final Application.

This concludes the project information required for the initial application.

The remaining sections of this form include the eligibility and applicant declarations, and the opportunity to provide feedback to the LRF on the program.

A7. Eligibility criteria

Key details required:

- declaration of compliance with Applicant eligibility criteria
- declaration of compliance with Project eligibility criteria

Information Sheet - LRF Investment Round 2 Initial Application form

- upload of signed Deed Poll of confidentiality and privacy
- Applicant declarations and certification

Eligibility criteria apply to both the Applicant and the project. It is important that you understand each of the eligibility criteria before applying to the Investment Round. If you have questions about Eligibility Criteria, ensure you contact the LRF *prior* to submitting your application.

You will need to download, print, sign and upload a scanned Deed Poll of Confidentiality and Privacy. Please ensure to read the content carefully and sign, date (*and have witnessed*) the appropriate fields.

The Declaration section has a series of questions where you may provide details if the defined situation applies. Provided information will be considered by the LRF for risk, and further information may be sought from the applicant if deemed necessary.

The final section requires completion by an appropriately authorised person on behalf of the Contracting Party (may be the Applicant, the authorised representative or may be someone else appropriately authorised).