



Grassy Eucalypt Woodlands Stewardship Program

Project Phases and Participant Roles

The following table details the various roles and responsibilities of each project partner during the project phases.

	Corangamite CMA (CCMA) Role	Landholder Role
1. Expression of interest (EOI)	<ul style="list-style-type: none"> Promote Grassy Eucalypt Woodlands Stewardship Program Register landholders' expressions of interest 	<ul style="list-style-type: none"> Landholder registers their expression of interest by calling or emailing the CCMA
2. Project proposal	<ul style="list-style-type: none"> CCMA staff work with landholder to develop project proposal and draft management plan that will meet funding criteria 	<ul style="list-style-type: none"> Landholder discusses what they are looking to achieve within their desired project
3. Proposal costing developed and submitted	<ul style="list-style-type: none"> CCMA provides landholder with standard funding rate for activities to be undertaken 	<ul style="list-style-type: none"> Landholder uses the standard activity rates provided by the CCMA to guide the development of a costing for the proposed project based on the agreed activities to be undertaken

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4. Project assessment	<ul style="list-style-type: none"> An assessment panel is assembled to assess all project proposals that have been submitted. Projects will be ranked based on cost versus benefit 	<ul style="list-style-type: none"> Landholder will provide a proposed cost to undertake the project, based on standard funding rates supplied by the CCMA
5. Project agreement / contract	<ul style="list-style-type: none"> Once projects are approved, management agreements are drawn up based on previous discussions at the proposal stage, as reflected in the project management plans 	<ul style="list-style-type: none"> Landholder accepts contract by signing and returning a landholder agreement, or else declines the contract offer
6. Project implementation	<ul style="list-style-type: none"> Monitor progress and provide technical support where required 	<ul style="list-style-type: none"> Landholder will coordinate works as per the agreement and project plan The landholder may use contractors or other means to implement works, provided they are completed to the minimum standard
7. Contract payments	<ul style="list-style-type: none"> Process contract payments upon completion and receipt of an invoice from the landholder 	<ul style="list-style-type: none"> Landholder provides invoice to the CCMA for the amount detailed within the agreement, for each milestone payment upon satisfactory completion of works
8. Reporting	<ul style="list-style-type: none"> Collate information from landholder progress reports, map project outputs, complete compliance audits and report progress to the Federal Government 	<ul style="list-style-type: none"> Provide progress reports and participate in compliance audits with the CCMA