# **Project Application Template**

**Current as at 1 July 2024**

*Instructions: the Project Proponent must use the Project Application template when applying to the Secretariat for Validation and registration of a Reef Credit Project. The Project Application template must be completed in full, required attachments provided, and include all the requirements set out in sections 3.1 and 3.2 of the Reef Credit Standard and all the eligibility requirements set out in the applicable Reef Credit Methodology. The Project Application defines the Project’s Pollutant reduction activities and the expected Pollutant reduction. Credible evidence in the form of analysis, documentation and/or third-party expert reports must be provided.*

*All information in the Project Application may be made available to the public. The Project Proponent may request the Secretariat to withhold certain information from publication if it is commercially sensitive.*

*Please fill out the below questions as completely and accurately as possible*

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| Project Applicant Details | | | |
| **Project title** | | *PROJECT NAME* | |
| **Document contact person**  Note: the nominated contact person will be contacted in regard to information provided in this form | | *CONTACT NAME* | |
| **Date submitted** | | *DAY/MONTH/YEAR* | |
| **Sectoral scope**  Example: land management practice change | | *SCOPE* | |
| **Project documentation identification number**  (Secretariat to complete)  **Note:** Project Application package will include all documents (Reef Credit Project Plan and Eligibility Report, as appendices). Shapefiles, excel and other spreadsheets should be attached separately. | | *DOCUMENT ID*  *This will be a code name for a project application package, made up of a 6 digit code, followed by the document/package name and reverse date. E.g. 8000XX\_PROJECTAPPLICATIONPACKAGE\_20200306* | |
| **Project Proponent** | | *NAME – Project Proponent* | |
| **Authorised Representative** | | *NAME – Authorised Representative* | |
| **Registry Account User Name** | | *USER NAME* | |
| **Compliance Item**  *The Secretariat will assess application responses against each of the below compliance items* | **Details**  *Please provide details of how the Project meets the requirement of each compliance item using text and examples provided* | | ***Supporting documentation***  *Please list supporting documentation/credible evidence, examples include but are not limited to; Reef Credit Project Plan, Eligibility Report, Paddock to Reef Water Quality Risk Framework Questionnaire/other relevant Risk Frameworks, Statutory Declaration, excel worksheets, Project Area shapefiles, spatial files, land title searches, contractual agreements, Additionality Tool assessment, Nutrient Management Plans, Project Pollutant reduction accounts worksheet, etc* |
| **Project Summary**  Provide a brief description of the project, include project name, location, objective, Pollutant reduction activities | The *PROJECT NAME* is located within the boundary of the *CATCHMENT NAME* Great Barrier Reef Catchment and aims to generate Reef Credits under the *METHODOLOGY NAME* via the implementation of the following pollutant reduction Project activities;   * *action 1* * *action 2* * *action 3*   *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Paddock to Reef Water Quality Risk Framework Questionnaire (where applicable), Project Area shapefiles)* |
| **Standard** | *STANDARD NAME*  *(e.g. Reef Credit Standard Version 2.1 current as at (insert date)* | | *N/A* |
| **Methodology** | *METHODOLOGY NAME*  *(e.g. Methodology for Accounting Reduction in Nutrient Run-Off Through Managed Fertiliser Application Version 1.1)*  *Note: an approved Reef Credit Methodology must be used, including any tools or modules required under the Methodology* | | *N/A* |
| **General Eligibility Requirements**  Demonstrate how the project has complied with the General Eligibility Requirements (s3.1) of the Standard. | The Project will be carried out according to the approved *METHODOLOGY NAME* Reef Credit Methodology.  The eligible activity from the Positive List (Standard – Schedule 2) for the *PROJECT NAME* is *ELIGIBLE ACTIVITY.*  Project management activities as outlined in the Reef Credit Project Plan are *NOT* associated with items listed on the Negative List (Standard – Schedule 2).  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Paddock to Reef Water Quality Risk Framework Questionnaire where applicable)* |
| **Reef Credit Project Requirements – Project Start Date**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2) of the Standard. | The *PROJECT NAME* start date is *D MONTH YEAR*.  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report)* |
| **Reef Credit Project Requirements – Crediting Period**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.2) of the Standard. | The Crediting Period for the *PROJECT NAME* Reef Credit Project is *XX* years.  Crediting Period matches that under the applied Methodology. | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report)* |
| **Reef Credit Project Requirements – Project Location and Project Site**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.3) of the Standard. | The *PROJECT NAME* is within the boundary of the *CATCHMENT NAME* Great Barrier Reef Catchment as described in the Reef 2050 Water Quality Improvement Plan 2018. Please refer to attached Appendix X –Project area shapefiles. | | *Appendix X – Project area shapefiles* |
| **Reef Credit Project Requirements – Legal Right**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.5) of the standard. | *PROVIDE INFORMATION*  *Proof of right to carry out Project:*  *(e.g. The land manager has been the rights holder over the below Land Titles since (see Appendix X for Land Title details) and as such, has had legal right to carry out Project activities since Project Start Date.*  *Land Title 1*  *Land Title 2*  *Land Title 3)*  *Proof of rights to Reef Credits:*  *(e.g. x Pty Ltd and the land managers have voluntarily entered into a Project Development Agreement (please see Appendix X – PDA excerpt). As the Project Proponent, x Pty Ltd has the ongoing lawful and exclusive right to be issued all Reef Credits that may be created as a result of the Project.* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report, Land Title details, Project Delivery Agreement (PDA) excerpt, Statutory Declaration)* |
| **Reef Credit Project Requirements – Consents**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.5(2)) of the Standard. | *(e.g. no additional Consents are required to carry out Project activities as described in the Project’s Reef Credit Project Plan)*  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report,*  *signed declaration and certified copies of any Consents)* |
| **Reef Credit Project Requirements – Regulatory approvals**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.5(2)) of the Standard. | *(e.g. No additional regulatory approvals are required to carry out Project activities as described in the Project’s Reef Credit Project Plan)*  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report)* |
| **Reef Credit Project Requirements – Other Environmental Credits**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.6) of the Standard. | The Pollutant reduction claimed under the *PROJECT NAME* is *NOT* being accounted for under any other environmental crediting scheme.  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report, Statutory Declaration)* |
| **Reef Credit Project Requirements – Multiple activities**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.7) of the Standard. | The *PROJECT NAME* will implement Project activities as outlined in the Project’s Reef Credit Project Plan, these activities are categorised under the Positive List (Standard – Schedule 2) activity of *ACTIVITY NAME*  *Where more than one Methodology is applied to a Project with multiple activities list each Project activity and reference the relevant Methodology.*  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report)* |
| **Reef Credit Project Requirements – Additionality**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.8) of the Standard.  *When a Methodology references a tool such as the VCS AFOLU Additionality Tool to identify the Baseline Scenario and demonstrate Additionality, the Secretariat needs to assess Additionality in accordance with the tool.* | *PROJECT NAME’s* Pollutant reduction activities have been demonstrated to be additional by meeting the following requirements.   1. Pollutant reductions are *NOT* required to be carried out by or under a law of the Commonwealth or Queensland Government.; and 2. The Project activities outlined in the Project’s Reef Credit Project Plan are categorised as *ACTIVITY NAME* which is on the ‘Positive List’ outlined in Schedule 2 of the Standard; and 3. The Project activities outlined in the Project’s Reef Credit Project Plan are *NOT* on the ‘Negative List’ outlined in Schedule 2 of the Standard. 4. The Project Proponent has run the project through the *Tool for the Demonstration and Assessment of Additionality in Reef Credit Projects* 5. *NO* public funding dedicated to conservation was used to fund any portion of the credit-generating activity.   *(e.g. Project activities are additional to requirements under the Agricultural ERA standard for sugarcane cultivation, Prescribed methodology for sugarcane cultivation).*  *See Appendix X – Additionality Tool assessment.)*  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan, Eligibility Report,*  *Statutory Declaration, Additionality Tool assessment)* |
| **Reef Credit Project Requirements – Safeguards**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.9) of the Standard. | *PROVIDE INFORMATION*  *(e.g. Provide an assessment of net positive community and environmental impacts, and a mitigation plan for any foreseen negative community or environmental impacts.)* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan, Eligibility Report, Statutory Declaration)* |
| **Reef Credit Project Requirements – Local Stakeholder Consultations**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.9) of the Standard. | *PROVIDE INFORMATION*  *(e.g. any consultation processes that were required by law or regulation, and demonstrate how any applicable Stakeholder feedback was taken into account in the Project design.)*  *(e.g. x Pty Ltd has consulted with the following local stakeholders complying with the principles of Free Prior and Informed Consent regarding the impact of Project activities and has utilised the feedback provided in the development of the Project’s Reef Credit Project Plan.*   * *Local stakeholder 1* * *Local stakeholder 2*   *< insert brief description of relevant outcomes from stakeholder consultations and mechanisms for ongoing communication>)* | | *Eligibility Report*  *Appendix X – Statutory Declaration* |
| **Reef Credit Project Requirements – Permanence**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.10) of the Standard. | *PROVIDE INFORMATION*  *(e.g. The PROJECT NAME Pollutant reduction has been accounted for under the METHODOLOGY NAME The Pollutant reduction activities under the Methodology are NOT ‘reversible’ thus the Project is NOT subject to a Permanence Period and therefore the Risk of Reversal Buffer as calculated in the Risk of Reversal Assessment Tool (Schedule 3 of the Standard) is 0%.)*  *ADDITIONAL INFORMATION REQUIRED IF THE ACTIVITIES ARE REVERSIBLE…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report)* |
| **Reef Credit Project Requirements – Leakage**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.11) of the Standard. | *PROVIDE INFORMATION ON IDENTIFICATION AND ASSESSMENT OF POTENTIAL SOURCES OF LEAKAGE IN ACCORDANCE WITH THE RELEVANT METHODOLOGY* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Eligibility Report, Statutory Declaration)* |
| **Baseline Scenario**  Demonstrate how the Project has complied with the Baseline Scenario Requirements (s3.3) of the Standard. | The *PROJECT NAME* baseline period is *D MONTH YEAR to D MONTH YEAR.*  The estimated Baseline Scenario as calculated in accordance with the relevant Methodology is *XXXX UNITS of POLLUTANT.*  *ADDITIONAL INFORMATION…* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3* |
| **Expected Pollutant Reduction**  Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.4) and calculation of Pollutant reductions requirements (s3.4) of the Standard.  Note: If the Project has been backdated please provide details of the Pollutant reductions achieved prior to Project Application. | The end of catchment Pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is *XXXX UNITS of POLLUTANT*.  The end of catchment Pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is *XXXX UNITS of POLLUTANT*.  The estimated end of catchment Pollutant reduction for each remaining Monitoring Period of the Crediting Period is *XXXX UNITS of POLLUTANT*. | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan, Paddock to Reef Water Quality Risk Framework Questionnaire (where applicable), Nutrient Management Plans, Project DIN reduction accounts worksheet, Statutory Declaration)* |
| **Monitoring**  Demonstrate how the Project Proponent intends to satisfactorily comply with the monitoring requirements (s3.5) of the Standard. | *PROVIDE INFORMATION* | | *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  *(e.g. Reef Credit Project Plan)* |
| **Attachments**  Provide details of each of the annexed and attached material supplied with this Project Application. | *PROVIDE INFORMATION*  *Document/evidence 1*  *Document/evidence 2*  *Document/evidence 3*  e.g. Accompanying documentation to this Project Application;   1. Reef Credit Project Plan (as specified in Section 4 of the applicable Methodology) 2. Eligibility Report 3. Shared Appendix Package 4. Statutory Declaration/s 5. Project Delivery Agreement excerpt 6. Project DIN reduction accounts worksheet (where applicable) 7. Nutrient Management Plan (where applicable) 8. Paddock to Reef Water Quality RiskFramework Questionnaire (where applicable) 9. Additionality Tool assessment 10. Project Area shapefiles 11. Land Title details | | |
| **Commercially sensitive information** | *PROVIDE INFORMATION*  *Note: information provided in this Project Application will generally be publicly available upon Project Validation, however all attached/supporting documentation will be regarded as commercially sensitive and will be withheld as commercial-in-confidence.* | | |

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| **Declaration**  By signing and submitting this Project Application, the Project Proponent agrees to pay the Secretariat the non-refundable Project Registration Fee, the rate of which is set out in the Reef Credit Fee Schedule. The Project Proponent also acknowledges and agrees that the information included in this application, and any document accompanying the application, is accurate and meets the requirements of the Reef Credit Standard and Guide, and that the acceptance or non-acceptance of the Project Application shall be at the sole discretion of the Secretariat.  **Signed for and on behalf of:**   |  |  | | --- | --- | | Name of Project Proponent | <INSERT> | | Signature of Authorised Representative: | <INSERT> | | Name of Authorised Representative signatory: | <INSERT> | | Date: | DD/MM/YYYY | |