

# Reef Credit Project Application and Crediting Procedure



ecomarkets  
AUSTRALIA

# Version Control

## Reef Credit Project Application and Crediting Procedure

### Version 2.1

Version Number	Author	Change	Date Approved
1.1	Secretariat	Revisions to detail process where Project Proponent retires Reef Credits on behalf of a buyer	2 March 2021
2.0	Review panel	Beta phase review	14 October 2021
2.1	Secretariat	Minor review	28 June 2024

# Table of Contents

<b>Purpose</b>	<b>3</b>
<b>Application and audience</b>	<b>3</b>
<b>Procedure</b>	<b>3</b>
<b>1. Project Validation and registration</b>	<b>4</b>
1.1 Opening a Registry Account	4
1.2 Submitting a Project Application	4
1.3 Validation assessment	4
1.4 Project registration	5
<b>2. Project implementation and Monitoring</b>	<b>5</b>
<b>3. Project Verification</b>	<b>6</b>
<b>4. Reef Credit Certification and issuance by Secretariat</b>	<b>6</b>
4.1 Submitting an Application for Certification and issuance	6
4.2 Certification	7
4.3 Issuance of Reef Credits	7
<b>5. Transfer and Retirement of Reef Credits</b>	<b>7</b>
5.1 Transfer of Reef Credits between Registry Accounts	7
5.2 Retirement and expiration	7
5.3 Reporting against Reef 2050 Water Quality Improvement Plan Water Quality Targets	8
<b>Definitions</b>	<b>8</b>
<b>Related Documents</b>	<b>8</b>
<b>Attachment 1 – Project Summary Template</b>	<b>10</b>
<b>Attachment 2 – Project Application Template</b>	<b>11</b>
<b>Attachment 3 – Verifier Nomination Form</b>	<b>19</b>
<b>Attachment 4 – Application for Certification and issuance</b>	<b>21</b>

# Acknowledgement

A review of existing national and international standards and supporting procedures was conducted to inform the development of this procedure to ensure consistency with current good practice. We gratefully acknowledge the contribution of existing standards and initiatives to the development of this procedure. This document may be cited as the Project Application and Crediting Procedure Version 2.1.

## Purpose

The purpose of this document is to describe the procedure to follow when submitting a Reef Credit Project for approval and crediting under the Reef Credit Standard.

## Application and audience

This procedure applies to all Projects under the Reef Credit Standard.

This procedure is for use by Project Proponents, buyers, the Reef Credit Secretariat (Secretariat), Technical Advisory Committee (TAC) and Board of Directors (Board), Verifiers, and any other parties involved during the Project lifecycle. This document will be updated periodically by the Secretariat.

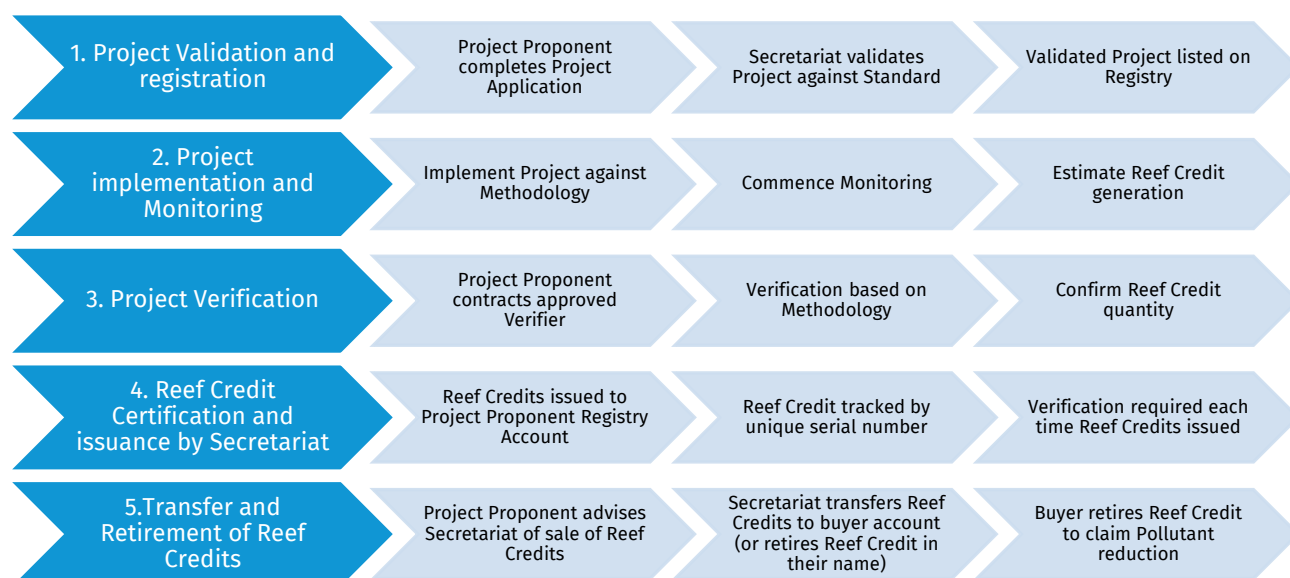
## Procedure

This procedure elaborates on each step involved in the Reef Credit Project application and crediting process as set out in the Reef Credit Standard (Standard) and Reef Credit Guide (Guide). This document provides further requirements and guidance for specific elements within the process, and attaches associated forms, templates and checklists (Related Documents). Many of the forms and templates are integrated into the Registry and must be completed online within the Registry. Where indicated, other Related Documents are listed as attachments at the end of this document. Terms used in this document are defined in the Reef Credit Definitions.

All communication with the Secretariat regarding the steps in this procedure should be via email to: [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au)

The following steps outline the process that a Project Proponent must follow to generate, register, and sell Reef Credits from a Reef Credit Project (Project):

**Figure 1: Summary of the Reef Credit Process (extracted from Reef Credit Guide v2.1)**



## 1. Project Validation and registration

Once a Project Proponent has identified an appropriate site to implement a Reef Credit Project, selected an appropriate Reef Credit Methodology (Methodology), and is satisfied that they meet all necessary rules and criteria of the Standard, they may apply to open a Registry Account (if not already a Registry Account holder) and register the Project with the Secretariat.

### 1.1 Opening a Registry Account

To open a Registry Account, the Project Proponent must apply to open a Registry Account via the Registry ([www.eco-markets.org.au/registry](http://www.eco-markets.org.au/registry)) and pay the Registry annual account Fee as detailed in the Reef Credit Fee Schedule (Fee Schedule). A Project Proponent can register any number of Projects under the same Registry Account.

### 1.2 Submitting a Project Application

To apply to register a Project the Project Proponent must submit to the Secretariat via the Registry the completed Project Summary and Project Application and other associated annexures, using the templates provided at Attachment 1 and Attachment 2.

The Registry will acknowledge receipt of the Project Summary and Project Application and issue an invoice for payment of the Project Validation and registration Fee set out in the Fee Schedule.

### 1.3 Validation assessment

The Secretariat will complete a Validation assessment [within 5 business days] after the Project Validation and registration Fee has been paid.

To complete the Validation assessment the Secretariat will assess the Project Application and associated annexures for completeness, and decide whether the Project meets the eligibility requirements of the Reef Credit Scheme described in the Guide and Standard and the applicable Methodology.

For each of the eligibility criteria outlined in the Standard and applicable Methodology, the Project Application requires credible evidence in the form of analysis, documentation and/or third-party expert reports.

The Secretariat will complete the Validation assessment to confirm it is either:

- a. compliant and in the requisite format;
- b. not compliant, or
- c. further information or supporting evidence is required.

The Secretariat's assessment is based on information provided by the Project Proponent in the Project Application and its attachments. The Secretariat is not responsible for errors therein if a proposed Project fails to meet eligibility requirements.

If the Project is assessed to be compliant with the Standard and applicable Methodology eligibility criteria and in the requisite format, the Secretariat will approve the Project and the Project will be listed in the Registry. All information and documentation provided for Validation will be further reviewed during Verification.

If the Project is assessed as non-compliant with the Standard and/or applicable Methodology eligibility criteria, the Secretariat will notify the Project Proponent that the Project has failed to meet Validation requirements and indicate which eligibility criteria the Project has failed to meet. The Project Proponent may revise and resubmit their Project Application, however, resubmission of the Project Application will be treated as a new submission that requires payment of a Project Validation and registration Fee.

If further information or supporting evidence is required by the Secretariat to complete its assessment of the Project, the Secretariat will indicate which eligibility criteria require further information or supporting evidence. The Project Proponent may revise and resubmit their Project Application, however, the Project Proponent is only permitted to revise and resubmit their Project Application two (2) times before the resubmission of the Project Application must be treated as a new application and require payment of a new Project Validation and registration Fee.

## 1.4 Project registration

Once the Project is validated, the Secretariat will approve the Project to be listed on the Registry. Information provided in the Project Summary Template will be used for the Project listing on the Registry. All registered Projects will appear on the public view version of the Registry on the Eco-Markets Australia website and are available for the public to search. If the Project Proponent has requested redaction of information from publication on the basis of confidentiality, such information may be excluded if approved by the Secretariat.

## 2. Project implementation and Monitoring

The Project Proponent must monitor and measure Pollutant reductions in accordance with the Standard and applicable Methodology.

The Monitoring Report must contain all the information and data required by the Methodology to monitor the Pollutant reductions and include without limitation:

- a. The calculation of Pollutant reductions and any Reversals that have occurred within the Monitoring Period;
- b. Monitoring Period dates, including if the Monitoring Period corresponds to a Crediting Period and/or Permanence Period;
- c. Any Leakage or Risk of Reversal Buffer estimates (if applicable) and total net Pollutant reductions during the Monitoring Period;
- d. If any Reversals have occurred, information on the cause of the Reversal and any mitigation actions taken to address the Reversal; and
- e. Project activities, and methods used to generate data.

## 3. Project Verification

To provide assurance that Pollutant reductions are real and correctly estimated, all Projects must undergo independent Verification by an approved Verifier. This process confirms Project eligibility, the Baseline Scenario and Project scenario Pollutant reduction calculations, Reef Credit quantity and that the Project was implemented to meet the Standard and applicable Methodology.

An independent and qualified Verifier must review the Project and Monitoring Report to assess Pollutant reduction claims against those realised during the Monitoring Period.

The Project Proponent must choose a Verifier from the list of approved Verifiers on the Eco-Markets Australia website. A Verifier may be an individual or an organisation with nominated subject matter experts.

Prior to Verification services commencing, a Verifier must be approved by the Secretariat to undertake Verification services for the project monitoring period, by submitting a Verifier Nomination Form (Attachment 3) to the Secretariat.

Verification of a Project occurs by commercial agreement between the Verifier and Project Proponent.

Once Verification is complete, the Verifier will prepare and submit their Verification Report to the Project Proponent.

The Verifier will confirm whether:

- a. the Standard and applicable Methodology has been followed accurately and completely;
- b. appropriate documentation and recording keeping including Monitoring Reports are in place;
- c. the amount of Reef Credits estimated for a Project since the last Verification is accurate;
- d. the Risk of Reversal Assessment Tool and Risk of Reversal Buffer have been conducted correctly (if applicable); and
- e. if this is the first Monitoring Report for the first Monitoring Period, then the Verifier must also assess all documentation required as part of the Validation process.

The Verifier must include a declaration that no conflict of interest exists in relation to the Verification services.

The Verifier must confirm that they have not undertaken more than 5 consecutive monitoring periods for a project.

The Project Proponent must submit the Verification Report to the Secretariat as part of the Application for Certification and issuance (Attachment 4).

## 4. Reef Credit Certification and issuance by Secretariat

The Project Proponent may request Reef Credit Certification and issuance after Verification.

### 4.1 Submitting an Application for Certification and issuance

To apply for Reef Credit issuance the Project Proponent must submit to the Secretariat via the Registry:

- a. an Application for Certification and issuance (Attachment 4);

- b. one or more Monitoring Reports covering the period over which Reef Credits are requested to be issued; and
- c. a Verification Report provided by an approved Verifier that covers all Monitoring Reports since the last Verification or start of the Crediting Period.

## 4.2 Certification

The Secretariat will acknowledge receipt of the Application for Certification and issuance and will issue an invoice for payment of the Certification Review Fee set out in the Fee Schedule. The Certification Review Fee is collected by Eco-Markets Australia.

Subject to payment by the Project Proponent of the Certification Review Fee, the Secretariat will complete a final review of verified Reef Credit estimates and all Project documentation submitted with the Application for Certification and issuance, and if satisfied that all relevant requirements are met, will certify the number of Reef Credits for the Monitoring Period.

The Secretariat will notify the Project Proponent when Certification is complete via the Registry.

## 4.3 Issuance of Reef Credits

The Secretariat will issue Reef Credits into the Registry Account nominated in the Application for Certification and issuance.

The Application for Certification and issuance will include a description of how the Risk of Reversal Assessment Tool was applied to calculate the number of credits to be transferred to the Buffer Account (if applicable). The Secretariat will transfer the Risk of Reversal Buffer contribution to the separate Buffer Account maintained in the Registry.

The Secretariat will charge a Reef Credit Issuance Fee to cover administration costs for each Reef Credit issued into a Registry Account as set out in the Fee Schedule. The verified Reef Credits must be issued upon payment of the Reef Credit Issuance Fee. Reef Credit Issuance Fees will not be charged for credits issued into the Buffer Account.

All Reef Credits issued on the Registry (including the Buffer Account) will be assigned unique serial numbers, so they can be tracked.

# 5. Transfer and Retirement of Reef Credits

## 5.1 Transfer of Reef Credits between Registry Accounts

Reef Credits can be transferred between a Project Proponent and buyer, or between any other seller and buyer with a Registry Account. Any eligible Person can open a Registry Account by submitting an application via the Registry and paying the Registry annual account Fee as detailed in the Fee Schedule.

To initiate a transfer of Reef Credits to another Registry Account holder the seller must complete an online transfer form that requires the seller to select the specific Reef Credits to be transferred and input information on the receiving account. Once the transfer request has been completed, the buyer will be notified of an incoming transfer request by email. Upon receipt of the transfer request, the buyer can accept the Reef Credits transfer, and the Reef Credits will be automatically transferred into their Registry Account.

The Registry will maintain logs of all transfers.

## 5.2 Retirement and expiration

A Registry Account holder may retire Reef Credits for their own benefit or on behalf of a third-party.



To retire Reef Credits, a Registry Account holder selects a quantity of Reef Credits in their Registry Account and nominates them for Retirement. The Registry Account holder can enter details regarding the purpose of the Retirement.

The Fee Schedule nominates a Reef Credit Retirement Fee for each Reef Credit that is retired, and the Registry will retire the requested credits upon payment of the fee. A Certificate of Reef Credit Retirement can be downloaded once Retirement is complete.

Once Reef Credits are retired, the Registry will move the retired Reef Credits into a Retirement Account that can be reported on but not accessed for further transfer.

A Reef Credit will remain valid for five (5) years after the date of the Verification Report for which the Reef Credit was issued, after which the Reef Credit is automatically retired.

## 5.3 Reporting against Reef 2050 Water Quality Improvement Plan Water Quality Targets

The Queensland and Federal Governments' Reef 2050 Water Quality Improvement Plan (2017-2022)<sup>1</sup> sets water quality targets. The targets to be achieved by 2025 are to reduce the Great Barrier Reef anthropogenic end of catchment loads of dissolved inorganic nitrogen by 60%, fine sediments by 25% and particulate nutrients by 20%. The pesticide target is to protect at least 99% of aquatic species at the end of the catchments.

To enable the Queensland and Federal Governments to measure improvements against these targets resulting from the Reef Credit Scheme, the Secretariat will provide the Queensland Government's Paddock to Reef Program team with information to meet reporting requirements.

## Definitions

Terms used in this document are defined in the Reef Credit Definitions.

## Related Documents

### Requirement Documents

Reef Credit Standard Version 2.1

Reef Credit Guide Version 2.1

Reef Credit Definitions Version 2.1

### Supporting Documents

Reef Credit Fee Schedule Version 2.0

Verifier Application Procedure Version 1.0

### Templates, Forms and Policies

Attachment 1 – Project Summary Template

Attachment 2 - Project Application Template

Attachment 3 – Verifier Nomination Form

---

<sup>1</sup> Accessible at: <https://www.reefplan.qld.gov.au/>

## Attachment 4 - Application for Certification and issuance

# Attachment 1 – Project Summary Template

Instructions: the Project Proponent must complete and submit the Project Summary Template at the same time as the Project Application, as part of the Validation and registration of a Reef Credit Project. The Project Summary will be available to the public and downloadable from the Registry. This document provides the public with an overview of the Project and its activities. 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.

Item	Description
<b>Project Title</b>	PROJECT NAME
<b>Sectoral Scope</b> Example: land management practice change	SCOPE
<b>Project Proponent</b>	NAME – Project Proponent
<b>Project Summary</b> Provide a brief description of the project that will be published on the Registry, include Project name, location, objective, and 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; <ul style="list-style-type: none"> <li>• action 1</li> <li>• action 2</li> <li>• action 3</li> </ul> ADDITIONAL INFORMATION...
<b>Standard</b>	STANDARD NAME e.g. Reef Credit Standard Version 2.1 Current as at (insert date)
<b>Methodology</b>	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
<b>General Eligibility Requirements</b>	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.
<b>Project Start Date</b>	The PROJECT NAME start date is DAY MONTH YEAR.
<b>Reef Credit Project Requirements – Crediting Period</b>	The Crediting Period for the PROJECT NAME Reef Credit Project is XX years.
<b>Reef Credit Project Requirements – Project Location</b>	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.
<b>Average Annual Reef Credits expected</b>	Provide the number of average annual Reef Credits the Project is expected to generate.

# Attachment 2 – Project Application Template

*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*

Project Applicant Details		
<b>Project title</b>	PROJECT NAME	
<b>Document contact person</b> Note: the nominated contact person will be contacted in regard to information provided in this form	CONTACT NAME	
<b>Date submitted</b>	DAY/MONTH/YEAR	
<b>Sectoral scope</b> Example: land management practice change	SCOPE	
<b>Project documentation identification number</b> (Secretariat to complete)  <b>Note:</b> 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 <i>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</i>	
<b>Project Proponent</b>	NAME – Project Proponent	
<b>Authorised Representative</b>	NAME – Authorised Representative	
<b>Registry Account User Name</b>	USER NAME	
<b>Compliance Item</b> <i>The Secretariat will assess application responses against each of the below compliance items</i>	<b>Details</b> <i>Please provide details of how the Project meets the requirement of each compliance item using text and examples provided</i>	<b>Supporting documentation</b> <i>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</i>

		Area shapefiles, spatial files, land title searches, contractual agreements, Additionality Tool assessment, Nutrient Management Plans, Project Pollutant reduction accounts worksheet, etc
<b>Project Summary</b> Provide a brief description of the project, include project name, location, objective, Pollutant reduction activities	The <i>PROJECT NAME</i> is located within the boundary of the <i>CATCHMENT NAME</i> Great Barrier Reef Catchment and aims to generate Reef Credits under the <i>METHODOLOGY NAME</i> via the implementation of the following pollutant reduction Project activities; <ul style="list-style-type: none"> <li>• <i>action 1</i></li> <li>• <i>action 2</i></li> <li>• <i>action 3</i></li> </ul> <i>ADDITIONAL INFORMATION...</i>	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)
<b>Standard</b>	<i>STANDARD NAME</i> (e.g. Reef Credit Standard Version 2.1 current as at (insert date))	N/A
<b>Methodology</b>	<i>METHODOLOGY NAME</i> (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
<b>General Eligibility Requirements</b> 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 <i>METHODOLOGY NAME</i> Reef Credit Methodology. The eligible activity from the Positive List (Standard – Schedule 2) for the <i>PROJECT NAME</i> is <i>ELIGIBLE ACTIVITY</i> . Project management activities as outlined in the Reef Credit Project Plan are <i>NOT</i> associated with items listed on the Negative List (Standard – Schedule 2). <i>ADDITIONAL INFORMATION...</i>	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)
<b>Reef Credit Project Requirements – Project Start Date</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2) of the Standard.	The <i>PROJECT NAME</i> start date is <i>D MONTH YEAR</i> . <i>ADDITIONAL INFORMATION...</i>	Document/evidence 1 Document/evidence 2 Document/evidence 3 (e.g. Eligibility Report)

<p><b>Reef Credit Project Requirements – Crediting Period</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.2) of the Standard.</p>	<p>The Crediting Period for the <i>PROJECT NAME</i> Reef Credit Project is <i>XX</i> years.</p> <p>Crediting Period matches that under the applied Methodology.</p>	<p><i>Document/evidence 1</i> <i>Document/evidence 2</i> <i>Document/evidence 3</i> <i>(e.g. Eligibility Report)</i></p>
<p><b>Reef Credit Project Requirements – Project Location and Project Site</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.3) of the Standard.</p>	<p>The <i>PROJECT NAME</i> is within the boundary of the <i>CATCHMENT NAME</i> Great Barrier Reef Catchment as described in the Reef 2050 Water Quality Improvement Plan 2018. Please refer to attached Appendix X –Project area shapefiles.</p>	<p><i>Appendix X – Project area shapefiles</i></p>
<p><b>Reef Credit Project Requirements – Legal Right</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.5) of the standard.</p>	<p><i>PROVIDE INFORMATION</i></p> <p><i>Proof of right to carry out Project:</i></p> <p><i>(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.</i></p> <p><i>Land Title 1</i></p> <p><i>Land Title 2</i></p> <p><i>Land Title 3)</i></p> <p><i>Proof of rights to Reef Credits:</i></p> <p><i>(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.</i></p>	<p><i>Document/evidence 1</i> <i>Document/evidence 2</i> <i>Document/evidence 3</i> <i>(e.g. Eligibility Report, Land Title details, Project Delivery Agreement (PDA) excerpt, Statutory Declaration)</i></p>
<p><b>Reef Credit Project Requirements – Consents</b> Demonstrate how the Project has complied with the Reef Credit Project</p>	<p><i>(e.g. no additional Consents are required to carry out Project activities as described in the Project’s Reef Credit Project Plan)</i></p> <p><i>ADDITIONAL INFORMATION...</i></p>	<p><i>Document/evidence 1</i> <i>Document/evidence 2</i> <i>Document/evidence 3</i> <i>(e.g. Eligibility Report, signed declaration and certified copies of any Consents)</i></p>

Requirements (s3.2.5(2)) of the Standard.		
<b>Reef Credit Project Requirements – Regulatory approvals</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.5(2)) of the Standard.	<i>(e.g. No additional regulatory approvals are required to carry out Project activities as described in the Project’s Reef Credit Project Plan)</i>  ADDITIONAL INFORMATION...	Document/evidence 1 Document/evidence 2 Document/evidence 3 <i>(e.g. Eligibility Report)</i>
<b>Reef Credit Project Requirements – Other Environmental Credits</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.6) of the Standard.	The Pollutant reduction claimed under the <i>PROJECT NAME</i> is <i>NOT</i> being accounted for under any other environmental crediting scheme.  ADDITIONAL INFORMATION...	Document/evidence 1 Document/evidence 2 Document/evidence 3 <i>(e.g. Eligibility Report, Statutory Declaration)</i>
<b>Reef Credit Project Requirements – Multiple activities</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.7) of the Standard.	The <i>PROJECT NAME</i> 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 <i>ACTIVITY NAME</i>  <i>Where more than one Methodology is applied to a Project with multiple activities list each Project activity and reference the relevant Methodology.</i>  ADDITIONAL INFORMATION...	Document/evidence 1 Document/evidence 2 Document/evidence 3 <i>(e.g. Eligibility Report)</i>
<b>Reef Credit Project Requirements – Additionality</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.8) of the Standard.	<i>PROJECT NAME</i> ’s Pollutant reduction activities have been demonstrated to be additional by meeting the following requirements.  1. Pollutant reductions are <i>NOT</i> 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 <i>ACTIVITY NAME</i> which is on the ‘Positive List’ outlined in Schedule 2 of the Standard; and	Document/evidence 1 Document/evidence 2 Document/evidence 3 <i>(e.g. Reef Credit Project Plan, Eligibility Report, Statutory Declaration, Additionality Tool assessment)</i>

<p><i>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.</i></p>	<p>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.</p> <p>4. The Project Proponent has run the project through the <i>Tool for the Demonstration and Assessment of Additionality in Reef Credit Projects</i></p> <p>5. NO public funding dedicated to conservation was used to fund any portion of the credit-generating activity.</p> <p><i>(e.g. Project activities are additional to requirements under the Agricultural ERA standard for sugarcane cultivation, Prescribed methodology for sugarcane cultivation).</i></p> <p><i>See Appendix X – Additionality Tool assessment.)</i></p> <p>ADDITIONAL INFORMATION...</p>	
<p><b>Reef Credit Project Requirements – Safeguards</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.9) of the Standard.</p>	<p>PROVIDE INFORMATION</p> <p><i>(e.g. Provide an assessment of net positive community and environmental impacts, and a mitigation plan for any foreseen negative community or environmental impacts.)</i></p>	<p><i>Document/evidence 1</i> <i>Document/evidence 2</i> <i>Document/evidence 3</i> <i>(e.g. Reef Credit Project Plan, Eligibility Report, Statutory Declaration)</i></p>
<p><b>Reef Credit Project Requirements – Local Stakeholder Consultations</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.9) of the Standard.</p>	<p>PROVIDE INFORMATION</p> <p><i>(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.)</i></p> <p><i>(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.</i></p> <ul style="list-style-type: none"> <li>- Local stakeholder 1</li> <li>- Local stakeholder 2</li> </ul> <p><i>&lt; insert brief description of relevant outcomes from stakeholder consultations and mechanisms for ongoing communication&gt;</i></p>	<p><i>Eligibility Report</i></p> <p><i>Appendix X – Statutory Declaration</i></p>
<p><b>Reef Credit Project Requirements – Permanence</b></p>	<p>PROVIDE INFORMATION</p> <p><i>(e.g. The PROJECT NAME Pollutant reduction has been accounted for under the METHODOLOGY NAME The</i></p>	<p><i>Document/evidence 1</i> <i>Document/evidence 2</i> <i>Document/evidence 3</i></p>



<p>Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.10) of the Standard.</p>	<p><i>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%.</i></p> <p><i>ADDITIONAL INFORMATION REQUIRED IF THE ACTIVITIES ARE REVERSIBLE...</i></p>	<p><i>(e.g. Eligibility Report)</i></p>
<p><b>Reef Credit Project Requirements – Leakage</b> Demonstrate how the Project has complied with the Reef Credit Project Requirements (s3.2.11) of the Standard.</p>	<p><i>PROVIDE INFORMATION ON IDENTIFICATION AND ASSESSMENT OF POTENTIAL SOURCES OF LEAKAGE IN ACCORDANCE WITH THE RELEVANT METHODOLOGY</i></p>	<p><i>Document/evidence 1 Document/evidence 2 Document/evidence 3 (e.g. Eligibility Report, Statutory Declaration)</i></p>
<p><b>Baseline Scenario</b> Demonstrate how the Project has complied with the Baseline Scenario Requirements (s3.3) of the Standard.</p>	<p><i>The PROJECT NAME baseline period is D MONTH YEAR to D MONTH YEAR.</i></p> <p><i>The estimated Baseline Scenario as calculated in accordance with the relevant Methodology is XXXX UNITS of POLLUTANT.</i></p> <p><i>ADDITIONAL INFORMATION...</i></p>	<p><i>Document/evidence 1 Document/evidence 2 Document/evidence 3</i></p>
<p><b>Expected Pollutant Reduction</b> 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</p>	<p><i>The end of catchment Pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is XXXX UNITS of POLLUTANT.</i></p> <p><i>The end of catchment Pollutant reduction for Monitoring Period D MONTH YEAR to D MONTH YEAR is XXXX UNITS of POLLUTANT.</i></p> <p><i>The estimated end of catchment Pollutant reduction for each remaining Monitoring Period of the Crediting Period is XXXX UNITS of POLLUTANT.</i></p>	<p><i>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)</i></p>

achieved prior to Project Application.		
<b>Monitoring</b> Demonstrate how the Project Proponent intends to satisfactorily comply with the monitoring requirements (s3.5) of the Standard.	<i>PROVIDE INFORMATION</i>	<i>Document/evidence 1 Document/evidence 2 Document/evidence 3 (e.g. Reef Credit Project Plan)</i>
<b>Attachments</b> Provide details of each of the annexed and attached material supplied with this Project Application.	<i>PROVIDE INFORMATION Document/evidence 1 Document/evidence 2 Document/evidence 3 e.g. Accompanying documentation to this Project Application;</i> <ol style="list-style-type: none"> <li>1. Reef Credit Project Plan (as specified in Section 4 of the applicable Methodology)</li> <li>2. Eligibility Report</li> <li>3. Shared Appendix Package <ol style="list-style-type: none"> <li>A. Statutory Declaration/s</li> <li>B. Project Delivery Agreement excerpt</li> <li>C. Project DIN reduction accounts worksheet (where applicable)</li> <li>D. Nutrient Management Plan (where applicable)</li> <li>E. Paddock to Reef Water Quality Risk Framework Questionnaire (where applicable)</li> <li>F. Additionality Tool assessment</li> <li>G. Project Area shapefiles</li> <li>H. Land Title details</li> </ol> </li> </ol>	
<b>Commercially sensitive information</b>	<i>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.</i>	

## 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

# Attachment 3 – Verifier Nomination Form

*Instructions: Prior to Verification services commencing, the Project Proponent must complete and submit this form to the Secretariat indicating which Verifier and subject matter expert/s the Project Proponent proposes to use in relation the Project. The Project Proponent must choose a Verifier from the list of approved Verifiers on the Eco-Markets Australia website. The Secretariat may seek advice from the Technical Advisory Committee when assessing the information in this form.*

Verifier Nomination Form	
<b>Project title</b>	Name of project
<b>Project proponent</b>	Name of project proponent
<b>Project ID</b>	Project identification number issued by Secretariat on Validation and registration
<b>Proposed Verifier</b>	Name
<b>Scope of services</b>	List the approved Methodology/ies in relation to which the Verifier will provide its services.
<b>Accreditation number</b>	List the Verifier's accreditation number
<b>Insurance</b>	Verifiers are required to maintain professional indemnity insurance and public liability insurance in the amount of \$5M each.  Please attach copies of the Verifier's current insurance policies.
<b>Project Monitoring Periods</b>	List the project monitoring periods that the Verifier/Team Leader has undertaken for the project to date.
<b>Verification team members</b>	List the names of the Verification team Who will be undertaking the audit, including the Team Leader and team member/s.
<b>Subject matter experts</b>	List any subject matter experts
	Name
	Title
	Role
	Status (employee/contractor)
	Phone
	Email
	Professional licences/certifications
<p><b>Declaration:</b> By signing and submitting this declaration, the Project Proponent and Verifier acknowledges and agrees that:</p> <p>a. no perceived or actual conflict of interest exists in relation to the proposed verification services, except as disclosed below;</p> <p>Click or tap here to enter text.</p> <p>b. it will inform the Secretariat immediately, should their circumstances change in any way that effects this declaration; and</p> <p>c. the approval or non-approval of the Verification services shall be at the sole discretion of the Secretariat.</p>	
<b>Signed for and on behalf of:</b>	
Name of Project Proponent:	Click or tap here to enter text.
Signature:	

Date:	Click or tap here to enter text.	
Name of signatory:	Click or tap here to enter text.	
Date:	Click or tap here to enter text.	
Name of Verifier:	Click or tap here to enter text.	
Signature:		
Name of signatory:	Click or tap here to enter text.	
Date:	Click or tap here to enter text.	

# Attachment 4 – Application for Certification and issuance

Instructions: this application is to be completed by the Project Proponent and submitted to the Secretariat at [secretariat@eco-markets.org.au](mailto:secretariat@eco-markets.org.au) together with the Reef Credit Certification Fee and Reef Credit Issuance Fee set out in the Fee Schedule. The Monitoring Report and any supporting documentation for the relevant Monitoring Period must be annexed to this application.

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

Application for Certification and issuance of Reef Credits									
<b>Project title</b>	Name of Project								
<b>Project proponent</b>	Name of Project Proponent								
<b>Project ID</b>	Project identification number issued by Secretariat on Validation and registration								
<b>Project location</b>	Sub-catchment								
<b>Verifier</b>	Name of Verifier								
<b>Monitoring start date</b>	Monitoring start date								
<b>Monitoring end date</b>	Monitoring end date								
<b>Total credits to be verified and certified.</b>	Insert number of credits applied to be verified and certified								
<b>Total credits to be issued</b>	Insert number of credits requested to be issued into Registry Account								
<b>Reserve credits to be withheld</b>	Describe how the Risk of Reversal Assessment Tool in Schedule 3 of the Reef Credit Standard was used to calculate the number of credits withheld.								
<b>Monitoring Report, Verification Report and supporting documentation</b>	Provide details of the Monitoring Report and other supporting documentation annexed and/or attached to this application.								
<p><b>Application</b></p> <p>The Project Proponent requests the issuance of the Reef Credits indicated above into the Project Proponent's Registry Account.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>Signed for and on behalf of:</b></p> <table border="1"> <tr> <td>Name of Project Proponent</td> <td>&lt;INSERT&gt;</td> </tr> <tr> <td>Signature of Authorised Representative:</td> <td>&lt;INSERT&gt;</td> </tr> <tr> <td>Name of Authorised Representative signatory:</td> <td>&lt;INSERT&gt;</td> </tr> <tr> <td>Date:</td> <td>DD/MM/YYYY</td> </tr> </table>		Name of Project Proponent	<INSERT>	Signature of Authorised Representative:	<INSERT>	Name of Authorised Representative signatory:	<INSERT>	Date:	DD/MM/YYYY
Name of Project Proponent	<INSERT>								
Signature of Authorised Representative:	<INSERT>								
Name of Authorised Representative signatory:	<INSERT>								
Date:	DD/MM/YYYY								