

Varroa Mite **Innovation and Resilience Initiative**



Community Bee Innovation Fund

Grant Program Guidelines (version 2.1)

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1. Key information

Opening Date	9am AEST on Monday 14 July 2025
Application Submission Deadline	5pm AEST on Monday 18 August 2025
Project Completion Deadline	30 April 2027
Funding State Government Entity	Department of Primary Industries
Enquiries	varroamitegrants@dpi.qld.gov.au
Type of Grant Program	Open competitive
Guidelines Released	Version 2.1, June 2025

2. What is the CBIF grant program?

The Department of Primary Industries (DPI) Community Bee Innovation Fund (CBIF) grant program aligns to the Queensland Government's Good Jobs objective, *"Backing small business: Help small business, the backbone of the state's economy, thrive in a changing environment"*. It seeks to boost Queensland's bee biosecurity, increase bee-related business resilience, and protect our environment, economy, industries, and communities from the impacts of the varroa mite.

Up to \$550,000 of grant funding (including GST) over three rounds will be available to eligible recipients:

Round	Available funding (excluding GST)	Year
One	\$150,000	2024 - 2025
Two	\$250,000	2025 - 2026
Three	\$100,000	2026 - 2027

These guidelines are applicable to round two. Round three guidelines will be released in the future. It is anticipated only minor amendments will be made to these guidelines to reflect round three key application information, dates and funding availability.

The objectives of the CBIF grant program are to support the:

- delivery of innovative community engagement regarding *Varroa destructor* (varroa mite), and
- development of innovative varroa mite management and monitoring tools.

Based on the objectives (the aims) of the CBIF grant program, associated outcomes (the results) of CBIF grant projects may include:

Table 1: Objectives and associated outcomes

Objectives	Associated Outcomes
Objective 1: Innovative Engagement The delivery of innovative community engagement regarding varroa mite.	Outcome 1a. Pollination-reliant industries in Queensland increase their knowledge of varroa mite and develop an awareness of the need to pay beekeepers for pollination services.
	Outcome 1b. Industries not targeted in conventional extension services increase their knowledge of varroa mite.

	Outcome 1c. Queensland beekeepers increase their knowledge and skills to incorporate varroa mite management into their business-as-usual activities.
	Outcome 1d. Partnerships are formed to create mutually beneficial outcomes for monitoring or management of varroa mite.
Objective 2: Innovative Tools The development of innovative varroa mite management or monitoring tools.	Outcome 2a. Queensland beekeepers access new or improved data-driven decision-making tools to choose appropriate varroa mite management or monitoring techniques.
	Outcome 2b. Queensland beekeepers adopt new or improved varroa mite management or monitoring techniques.
	Outcome 2c. The spread of varroa mite across Queensland is limited to natural spread as much as possible.
	Outcome 2d. Varroa mite populations are slow to establish in new areas.

3. What are we looking for?

“Innovative” in relation to engagement (objective 1) and tools (objective 2) can range from small tweaks to ground-breaking advancements. This may be in the form of improving an existing product, or technique; applying an existing product or technique in a new way; or developing a completely new product or technique.

3.1. Eligible projects and costs

Based on the objectives, target areas of CBIF grant project applications should include:

- Engagement targeting demographics not typically represented in conventional extension services.
- Development of tools to assist beekeeping and pollination-reliant industries manage varroa mite and its impacts including surveillance, monitoring, management, and treatment.

Projects must achieve at least one of the CBIF grant program objectives and at least one of its associated outcomes (as per **Table 1**). See **Appendix A** for examples.

Projects must deliver tangible, practical benefits for Queensland varroa mite management.

Successful round two projects will be able to commence in January 2026 (or earlier if DPI processes permit) and must be completed by 30 April 2027. Projects must have a minimum eligible grant fund expenditure of at least \$5,000 and a maximum of \$50,000 (excluding GST).

The CBIF grant program can fund all direct costs associated with the project. This includes:

- General operating costs directly associated with the project.
- Business as usual costs directly associated with the project.
- Staff wages or salaries for employees’ time for work on the project.
- Travel costs directly associated with the project.
- Contractor or consultant fees for the project.

- Catering and event costs associated with the project.
- Material and equipment up to \$5,000 (excluding GST) as part of an eligible project.

3.2. Ineligible projects and costs

The CBIF grant program is unable to fund:

- Projects that result in commercialisation and profit-making.
- Projects that are primarily for the purchase of equipment only.
- General operating costs not directly associated with the project.
- Business as usual costs not directly associated with the project.
- Staff wages or salaries for employees' time for work other than on the project.
- Travel costs not directly associated with the project.
- Projects with results that are only available to club/organisation members.
- Projects that are already funded by other sources.
- Projects that do not deliver tangible, practical benefits for Queensland varroa mite management.
- Projects with any funding overlap with the National Varroa Mite Management Program (NVMMP).
- Projects involving staff from the Queensland Government (but please note Queensland government schools can apply).
- Projects that do not address at least one CBIF objective and at least one associated outcome.
- Projects that provide a sole benefit to an individual or company.
- Projects that have already started before entering into an agreement with the Queensland Government.
- Expenses that have been incurred before entering into an agreement with the Queensland Government.
- Projects that are required by law or as part of an approval under Commonwealth, State or Territory legislation.
- Projects that are in breach or likely to cause a breach of Commonwealth, State or Territory legislation.
- Projects that are likely to have significant adverse impact on Indigenous cultural heritage.
- Projects that do not comply with or have the necessary or requisite approvals under relevant Commonwealth, State or Territory legislative requirements.
- Projects that are for political advocacy.
- Projects that do not have a public benefit.

To enquire about the eligibility of your proposed project email varroamitegrants@dpi.qld.gov.au.

4. Who can apply?

Applicants must be a legal entity and able to enter into a legal binding agreement with the State of Queensland acting through the DPI.¹ Eligible applicants include:

- incorporated not-for-profit organisations, cooperatives, clubs and associations
- schools and universities
- local governments in Queensland
- partnerships
- incorporated trustee on behalf of a trust
- companies and businesses.

¹ Please note Queensland government schools can apply, and the applicable agreement will be a memorandum of understanding.

The applicant's main business location must be Queensland (according to the ABN).

Under the same ABN, you can apply up to three times across the life of the grant program. Each project requires a separate application.

Individuals and sole traders are ineligible. Government owned corporations are also ineligible.

Where an interested party is not an eligible entity, please consider **Section 4.1**.

The DPI cannot consider your application if you do not satisfy all eligibility criteria. To enquire about your eligibility email varroamitegrants@dpi.qld.gov.au.

4.1. Collaborative Projects

An application for a collaborative project can be submitted provided there is a lead applicant who is eligible (see above) and who will be responsible for the application and legal agreement.

The lead applicant must:

- identify all project partners that will be involved in the project,
- provide an overview of how the project partner/s will work with the lead applicant to complete the project, and
- outline the roles/responsibilities the project partner/s will undertake, and the resources they will contribute.

5. How do you apply?

Complete the application on [eHub](#) and submit it by 5pm AEST on Monday 18 August 2025. In the event of any IT issues, the DPI may, at its discretion, extend the application deadline on a case-by-case basis. Your application will involve answering application questions and uploading a [Workplan & Budget document](#) for your project.

For assistance regarding how to apply email varroamitegrants@dpi.qld.gov.au.

You are responsible for ensuring that your application is complete and accurate. If the DPI considers that false, fraudulent, or misleading information has been provided, it may refer matters of concern to a relevant law enforcement entity.

It is the responsibility of the applicant to:

- Obtain the financial and legal advice you consider necessary regarding the application and any agreement you might enter into.
- Be fully aware of what is required under the application process and project requirements.
- Ensure your application is complete and accurate, as the DPI is not obliged to request additional or missing information.
- Inform the DPI of any changes to your circumstances that may affect your application, eligibility for funding, or ability to deliver the project.
- Declare in writing whether any actual, apparent, or potential conflict of interest exists or might arise in relation to your application or delivery of the project.

- Make your own investigations and assessments about all matters relevant to this application process.
- Obtain any approvals that are required for your project.
- Hold the relevant insurances, permits and rights required at the time of entering into the agreement and prior to any project activities being undertaken.

The applicant's participation in the application process is at the applicant's sole risk, cost, and expense. The DPI will not be responsible for any costs or expenses incurred by an applicant in preparing or lodging an application, or in taking part in the process.

5.1. Application Questions

The application process requires you to complete application questions which include information about your organisation, grant amount you are requesting, project start and end dates, project location, project partner/s (if applicable) and a brief project description. It also requires you to describe the expertise and capability of your team to undertake and deliver the project.

The answers to the application questions will be used to assess the merit of your project (see **Section 6.2**).

5.2. Workplan

The application requires you to complete a Workplan. The Workplan requires you to nominate at least one of the CBIF grant program objectives and at least one of its associated outcomes (as per **Table 1**) that your project will achieve. You will also choose relevant project indicators, and nominate targets, data collection methods and outline key actions for the life of your project. The Workplan also requires you to describe to what extent your project will achieve the Objective/s and Outcome/s you have identified as applicable to your project.

The Workplan will be used to assess the merit of your project (see **Section 6.2**).

5.3. Budget

The application requires you to complete a Budget. The Budget should outline funding allocations for the life of the project, which will be reviewed during interim reporting. The Budget will be used to assess the cost-effectiveness and value for money merit of your project (see **Section 6.2**).

The DPI will develop a payment schedule based on the approved budget. It is the responsibility of the applicant to manage cashflow.

Project expenditure must be incurred after entering into an agreement with the Queensland Government. No retrospective expenses will be funded.

You are not required to match funding and there is no requirement to identify in-kind contributions towards the project in the application budget.

6. What is the assessment process?

6.1. Eligibility checks

The DPI will assess the eligibility of applications according to the requirements outlined in **Section 3** and **Section 4**. In addition, the DPI will undertake due diligence checks as it sees fit. The results of due diligence checks may be considered during the merit assessment process.

Applicants that meet eligibility requirements will progress to the merit assessment phase.

6.2. Merit assessment

A Technical Reference Group (TRG) will assess and score eligible applications on merit. Each TRG member will undertake an individual merit assessment of each eligible application, and the result of each assessment will be compiled for a final overall assessment and score.

The TRG will assess the merit of all eligible applications against the following three criteria. A merit assessment weighting is given to each criterion.

Criterion 1 - To what extent your project will achieve at least one of the CBIF grant program objectives and at least one of its associated outcomes (as per Table 1) (60%)

The Workplan will be used to assess this criterion.

Criterion 2 - The cost-effectiveness and value for money that your project appears to deliver (20%)

The Application Questions and Budget will be used to assess this criterion.

Criterion 3 - The expertise and capability of the applicant to deliver the project (20%)

The Application Questions will be used to assess this criterion.

The result of merit assessments will be used to provide recommendations for grant funding to the DPI's Project Governance Board (PGB). The PGB will provide the Deputy Director-General or their delegate with endorsements for final approval.

6.3. Assessment results

The DPI will advise all applicants in writing of the outcome of their application. On request, feedback will be provided to unsuccessful applicants within 30 business days of the application outcome notification.

7. What is required of successful applicants?

7.1. Agreement

Successful applicants will be required to enter into a legally binding agreement, on terms satisfactory to the DPI.² The agreement will, amongst other matters, outline a grant recipient's reporting requirements (interim and final reports), milestone dates, payment schedules and grant acknowledgement and insurance requirements.

The agreement will also require the grant recipient to provide a narrative that the DPI may use for external communications.

Further legal matters will be addressed in the grant agreement, and the DPI may impose additional conditions.

7.2. Payments

The grant agreement will state the maximum grant amount, which the DPI will not exceed under any circumstances. Payments will be made by the DPI according to an agreed schedule, and any milestones or actions that must be satisfactorily completed as set out in the grant agreement.

Payments will be Goods and Services Tax (GST) inclusive unless the grant recipient is not registered for GST. If the grant recipient is registered for GST, where applicable, the DPI will add GST to the grant payment.

Grants paid by the DPI may be considered assessable income and may therefore be subject to tax.

The DPI does not provide specialist advice about taxation. Grant recipients should seek independent professional advice on their taxation obligations or contact the Australian Taxation Office for assistance.

7.3. Reporting

The agreement will specify when and how the grant recipient will need to provide reports on progress towards meeting activities, milestones and outcomes and the project expenditure, and whether any payments depend on that reporting.

Grant recipients may be asked to provide a financial declaration confirming that the grant money was spent in accordance with the grant agreement and to report any underspends. The specific financial reporting requirements will be detailed in the grant agreement.

² If the successful applicant is a Queensland government state school, the relevant agreement will be a memorandum of understanding.

7.4. Announcement of grants

Following entry into the agreements, successful projects will be announced by the DPI as soon as practicable. Successful applicants agree that their name and project may be published on the DPI website.

8. Other information

An application that meets all requirements is not automatically guaranteed to receive funding. The funding program may be oversubscribed.

The DPI may request further information from an applicant and allow an applicant to respond to any matter requiring clarification in an application. The DPI reserves the right to accept or disregard clarification information provided by applicants and will not consider clarification information that materially improves or amends an applicant's original application.

Without limitation, the DPI may:

- exercise its discretion in evaluating any subjective evaluation criteria
- cancel the funding or the application process.

The DPI's decision is final in all matter, including:

- approval of applications for funding
- amount of grant funding awarded
- terms and conditions of funding.

The DPI reserves the right to amend these Guidelines in its absolute discretion and will, where possible, provide reasonable notice of these amendments.

No process contract: The DPI's conduct of the application process does not give rise to any legal or equitable relationship. The DPI is not liable to pay any compensation to any applicant in relation to their application or this process in any circumstances, for any reason.

Documents: The DPI is not obligated to return any applications. It is recommended that applicants keep a copy of their applications and supporting documentation for their records. The DPI is required to retain the applications and other supplied support material for record-keeping and audit purposes. The *Right to Information Act 2009* (Qld) applies to documents in the possession or under the control of the Queensland Government.

No fetter: Nothing in these Guidelines will be construed as limiting or fettering in any way the exercise (or failure to exercise) by the DPI (or any of its representatives or delegates) of any discretion or the making of a decision or subordinate legislation under any law by the State of Queensland and its representatives.

8.1. Appeals

If you are not satisfied with the outcome of a decision, the DPI requests that appeals be submitted within 30 business days of having received the decision. Appeals will be managed in accordance with [the DPI's Customer Complaint Procedure](#).

8.2. Conflict of interest

As part of your application, you must declare any actual or perceived conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest. If later, while the application process is underway, you identify an actual or perceived conflict of interest, you must inform us in writing immediately via varroamitegrants@dpi.qld.gov.au.

8.3. Confidentiality and privacy

If an applicant considers that information contained within their application is confidential, the applicant must identify within their application the information they regard as confidential and detail why they regard the information as confidential.

Notwithstanding any request for confidentiality by the applicant, the DPI cannot provide any guarantee the information will not be disclosed.

The DPI may disclose, or allow at any time the disclosure of, any information contained in or relating to any application:

- to its advisers, employees or internal management for purposes related to the application and assessment processes, including to evaluate or otherwise assess applications and manage any resultant agreement
- to the responsible Minister and ministerial staff
- in response to a request by a House or a Committee of the Parliament of the State of Queensland
- within the DPI, or with another agency, where this serves the Queensland Government's legitimate interests
- where the information is authorised or required by law to be disclosed, noting that information submitted to the DPI is subject to the *Right to Information Act 2009* (Qld)
- where the information is already in the public domain.

In submitting an application, applicants consent to the DPI using the information contained in its application for grant assessment and administration purposes. For these purposes, applicants consent to the DPI sharing information contained in its application to members of the TRG and PGB. The DPI will store and use any personal information collected by it in compliance with its obligations under the *Information Privacy Act 2009* (Qld).

Appendix A – Example projects linked to CBIF objectives and outcomes

Example Projects	Objective/s Project will Achieve	Outcome/s Project will Achieve
Deliver an education program for pollination-reliant industries to understand varroa mite impacts on feral bee populations, beekeeper costs, and pollination contracts.	Objective 1: Innovative Engagement	<p>Outcome 1a. Pollination-reliant industries in Queensland increase their knowledge of varroa mite and develop an awareness of the need to pay beekeepers for pollination services.</p> <p>Outcome 1b. Industries that may have the potential to spread swarms but are not targeted in conventional extension services increase their knowledge of varroa mite.</p>
Develop and trial a new monitoring technique that is less labour intense and more accurate.	Objective 2: Innovative Tools	<p>Outcome 2a. Queensland beekeepers access new or improved data-driven decision-making tools to choose appropriate varroa mite management or monitoring techniques.</p> <p>Outcome 2b. Queensland beekeepers adopt new or improved varroa mite management or monitoring techniques.</p>
Adapt existing approved varroa mite treatments and mechanical management for applicability to alternative hive designs and provide this information for free to the beekeeping industry.	<p>Objective 1: Innovative Engagement</p> <p>Objective 2: Innovative Tools</p>	<p>Outcome 1c. Queensland beekeepers increase their knowledge and skills to incorporate varroa mite management into their business-as-usual activities.</p> <p>Outcome 2b. Queensland beekeepers adopt new or improved varroa mite management or monitoring techniques.</p>
Host a collaborative regional field day at an apiary site where a range of varroa mite monitoring and management demonstrations and discussions can take place in the field.	Objective 1: Innovative Engagement	<p>Outcome 1c. Queensland beekeepers increase their knowledge and skills to incorporate varroa mite management into their business-as-usual activities.</p> <p>Outcome 1d. Partnerships are formed to create mutually beneficial outcomes for monitoring or management of varroa mite.</p>

<p>Develop a varroa mite management tool that can be adjusted for different Queensland geographical areas and climatic conditions to improve management and treatment decisions.</p>	<p>Objective 2: Innovative Tools</p>	<p>Outcome 2a. Queensland beekeepers access new or improved data-driven decision-making tools to choose appropriate varroa mite management or monitoring techniques.</p> <p>Outcome 2b. Queensland beekeepers adopt new or improved varroa mite management or monitoring techniques.</p>
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