



Department of Planning and Environment

# Guide to developing maps for NSW Environmental Trust grant applications

NSW Environmental Trust



© 2022 State of NSW and Department of Planning and Environment

With the exception of photographs, the State of NSW and Department of Planning and Environment are pleased to allow this material to be reproduced in whole or in part for educational and non-commercial use, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of photographs.

The Department of Planning and Environment (DPE) has compiled this report in good faith, exercising all due care and attention. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. DPE shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice when applying the information to their specific needs.

All content in this publication is owned by DPE and is protected by Crown Copyright, unless credited otherwise. It is licensed under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#), subject to the exemptions contained in the licence. The legal code for the licence is available at [Creative Commons](#).

DPE asserts the right to be attributed as author of the original material in the following manner: © State of New South Wales and Department of Planning and Environment 2022.

Cover photo: Road and place map data with pins indicating the location of Gunnedah New South Wales. Rosie Nicolai/DPE

Published by:

Environment and Heritage Group  
Department of Planning and Environment  
Locked Bag 5022, Parramatta NSW 2124  
Phone: +61 2 9995 5000 (switchboard)  
Phone: 1300 361 967 (Environment and Heritage enquiries)  
TTY users: phone 133 677, then ask for 1300 361 967  
Speak and listen users: phone 1300 555 727, then ask for 1300 361 967  
Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)  
Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Report pollution and environmental incidents  
Environment Line: 131 555 (NSW only) or [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)  
See also [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

ISBN 978-1-922899-39-2  
EHG 2022/0441  
August 2022

Find out more about your environment at:

**[www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)**

# Contents

Guide to project mapping for NSW Environmental Trust grant applications	1
Why are maps required?	1
What are the minimum standards required by the Trust?	1

## List of figures

Figure 1	NSW Spatial Portal – Default home screen	1
Figure 2	NSW Spatial Viewer – Location search bar	2
Figure 3	NSW Spatial Viewer – User function tiles	3
Figure 4	NSW Spatial Viewer – Basemap gallery	4
Figure 5	NSW Spatial Viewer – Draw function	5
Figure 6	NSW Spatial Viewer – Data layer options	6
Figure 7	NSW Spatial Viewer – Export map to pdf	7

# Guide to project mapping for NSW Environmental Trust grant applications

The NSW Environmental Trust provides grant funding to a wide range of groups and organisations across New South Wales to assist in conserving, managing and restoring the environment of New South Wales. To determine the highest priorities for investment, the Trust requires all applicants to submit detailed proposals outlining their projects, including information on the environmental issue they are addressing, what they will do to deal with that issue, and their capacity to achieve success. As a part of this process, all funding applications must provide information on where their project will take place – specifically regional context and project site maps.

This guide has been developed to assist applicants to Trust grant programs in preparing project maps of an appropriate standard to support their application. The content sets out a **minimum** standard of map that must be provided with all applications. In addition, this guide may also be used by current grantees to assist them to prepare new maps for their projects.

We acknowledge that our applicants include a wide range of groups and organisations from both government and the community, with varying levels of capacity, expertise and resources. Likewise, there are also a number of technical options available for map creation accessible to applicants, such as Geographic Information System (GIS) software such as ArcMap and MapInfo. While applicants may utilise any option available to them to create their project maps (i.e., GIS software), all maps produced must comply with the minimum content requirements outlined in this document.

To assist applicants who may not have proprietary GIS software available to them, this guide includes detailed advice for using the freely available NSW Spatial Viewer (© NSW Department of Customer Service 2020) to develop application maps.

## Why are maps required?

A good map allows the Technical Review Committee to assess the scale and layout of your project area and provide context of surrounding landscape features such as reserves, waterways, and vegetated and urban areas. Mapping also helps to convey considerations such as terrain limitations, and proximity of previous or existing projects that may have relevance to your proposed project.

## What are the minimum standards required by the Trust?

For grant applications, it is expected that you will provide digitally generated mapping that shows the project location within New South Wales (regional location context map), and a project site map that shows the expected work areas and zones. Multiple maps may be required to clearly show all project areas and activities. We will, however, accept a single map that includes both the project site scale map with an embedded regional location context map. This is conditional upon the applicant, including the minimum required content for both.

### Enquiries

NSW Environmental Trust

Telephone: 02 8837 6093

Email: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au)

## Step 1. Open NSW Spatial Viewer

Go to: <https://portal.spatial.nsw.gov.au/portal/apps/webappviewer/index.html?id=44e72c6c7ccf498cb1c822b740c647d3>

You will be presented with the below mapping interface

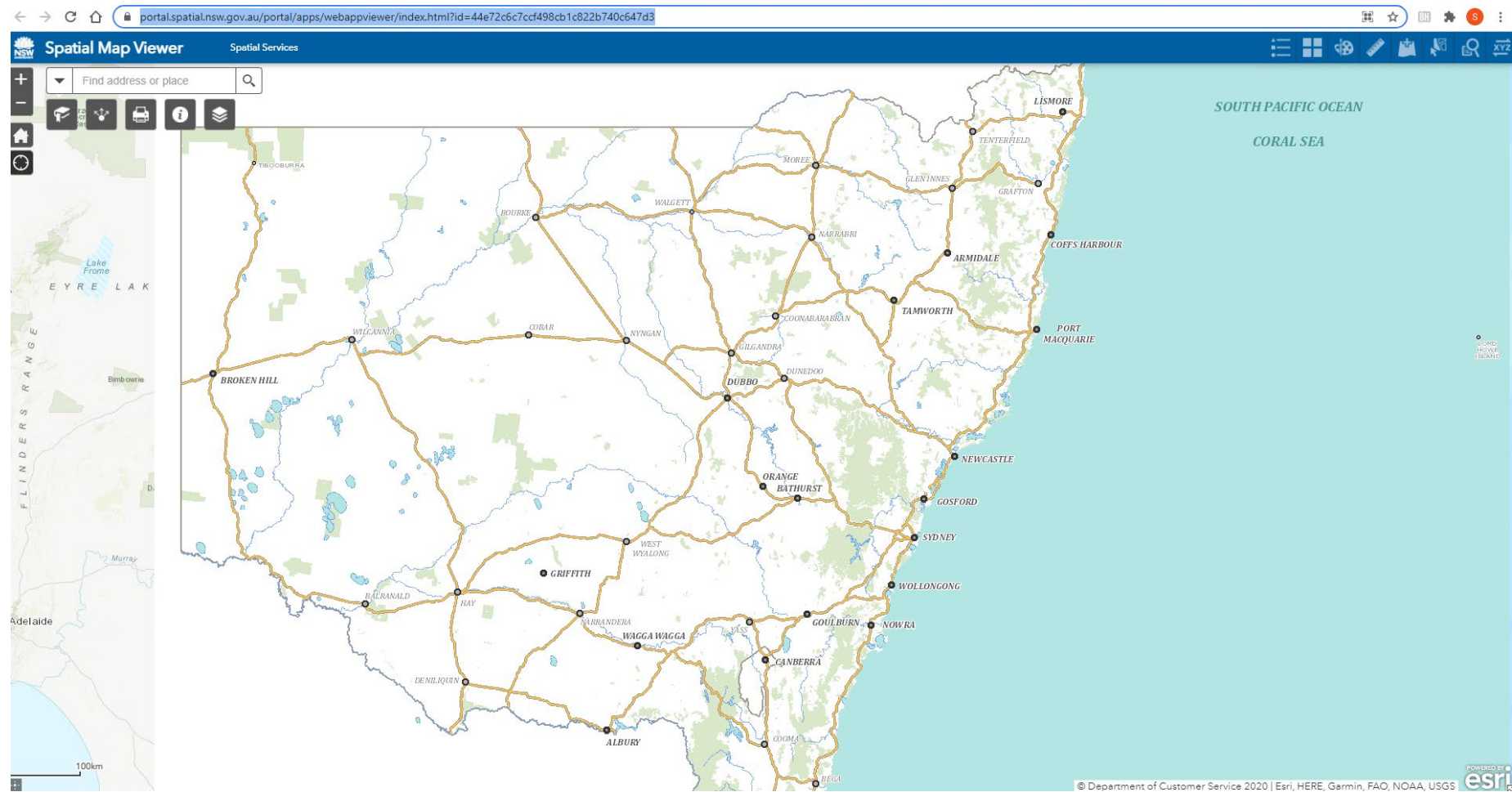


Figure 1 NSW Spatial Portal – Default home screen

## Step 2. Navigate to your project location

Navigate to your focus area using the 'Find address or place' function. Zoom to the appropriate scale for displaying your proposed work areas.

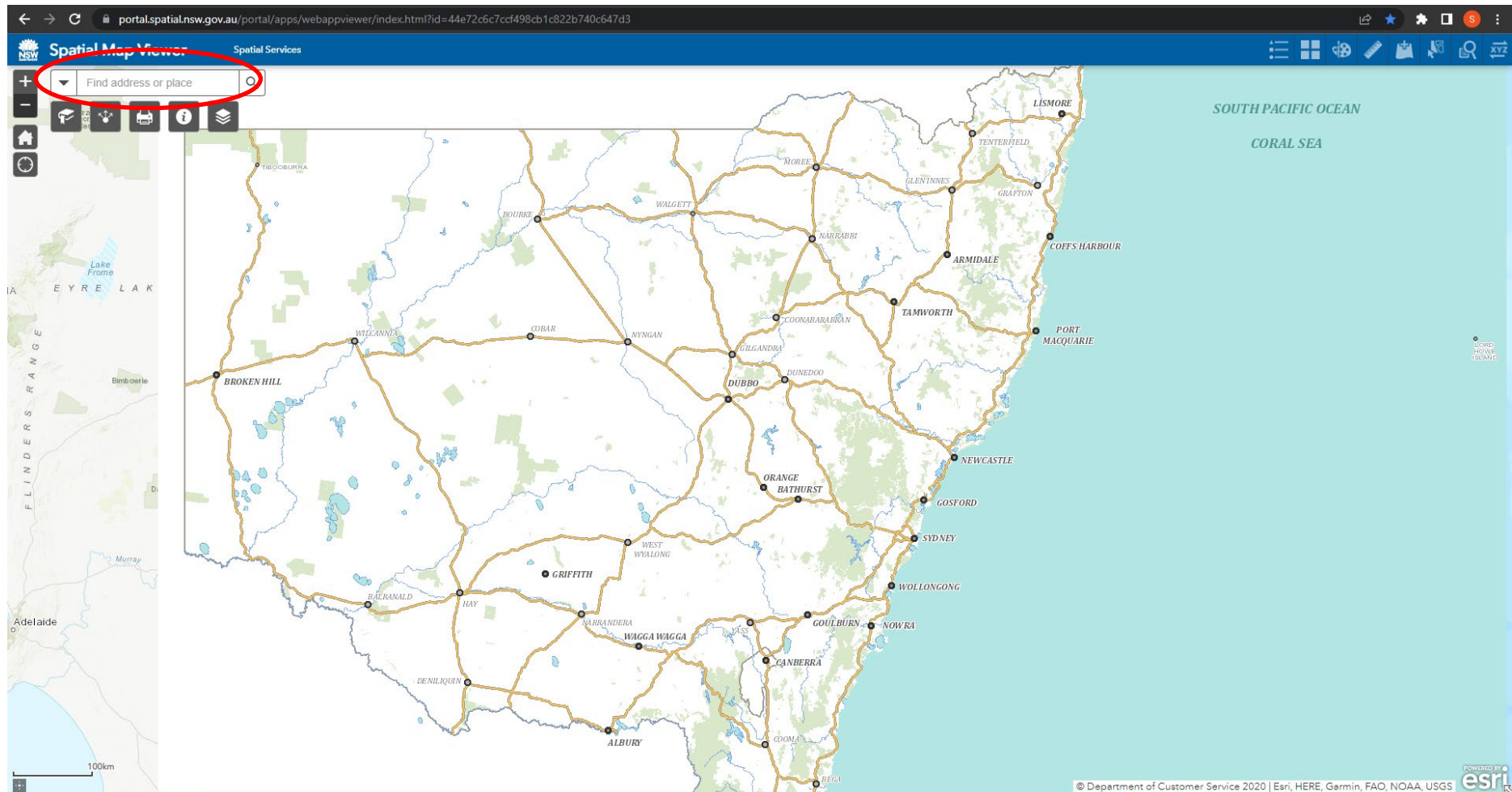


Figure 2 NSW Spatial Viewer – Location search bar

**Tip**

The tiles in the top right of screen include options for adding different basemaps, drawing, measuring and importing layers (if required.)

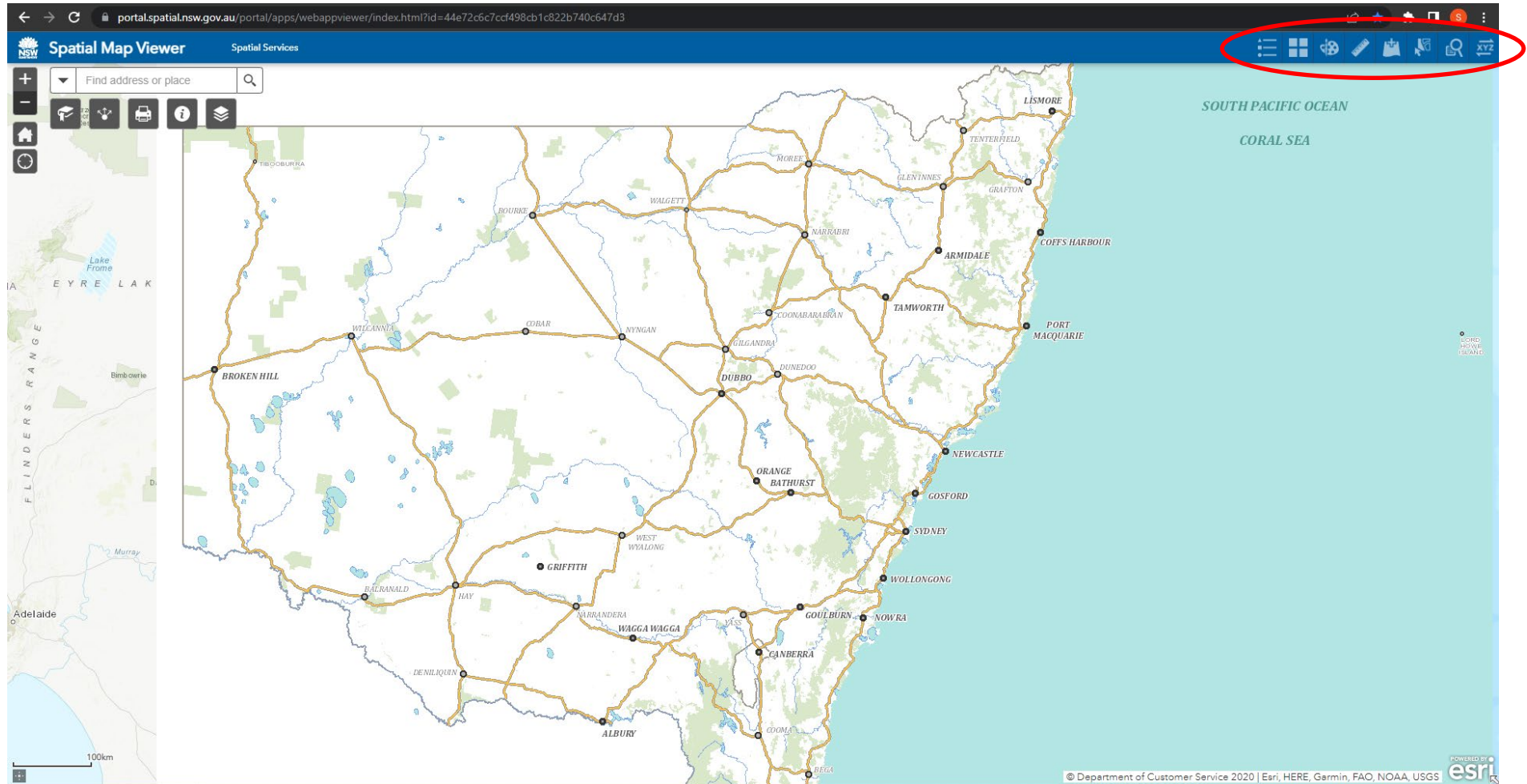


Figure 3 NSW Spatial Viewer – User function tiles

### Step 3. Select an appropriate basemap

From the tiles in the top right menu, select the most appropriate basemap from the gallery. Generally speaking, this will be the NSW Imagery Basemap (as per example below).

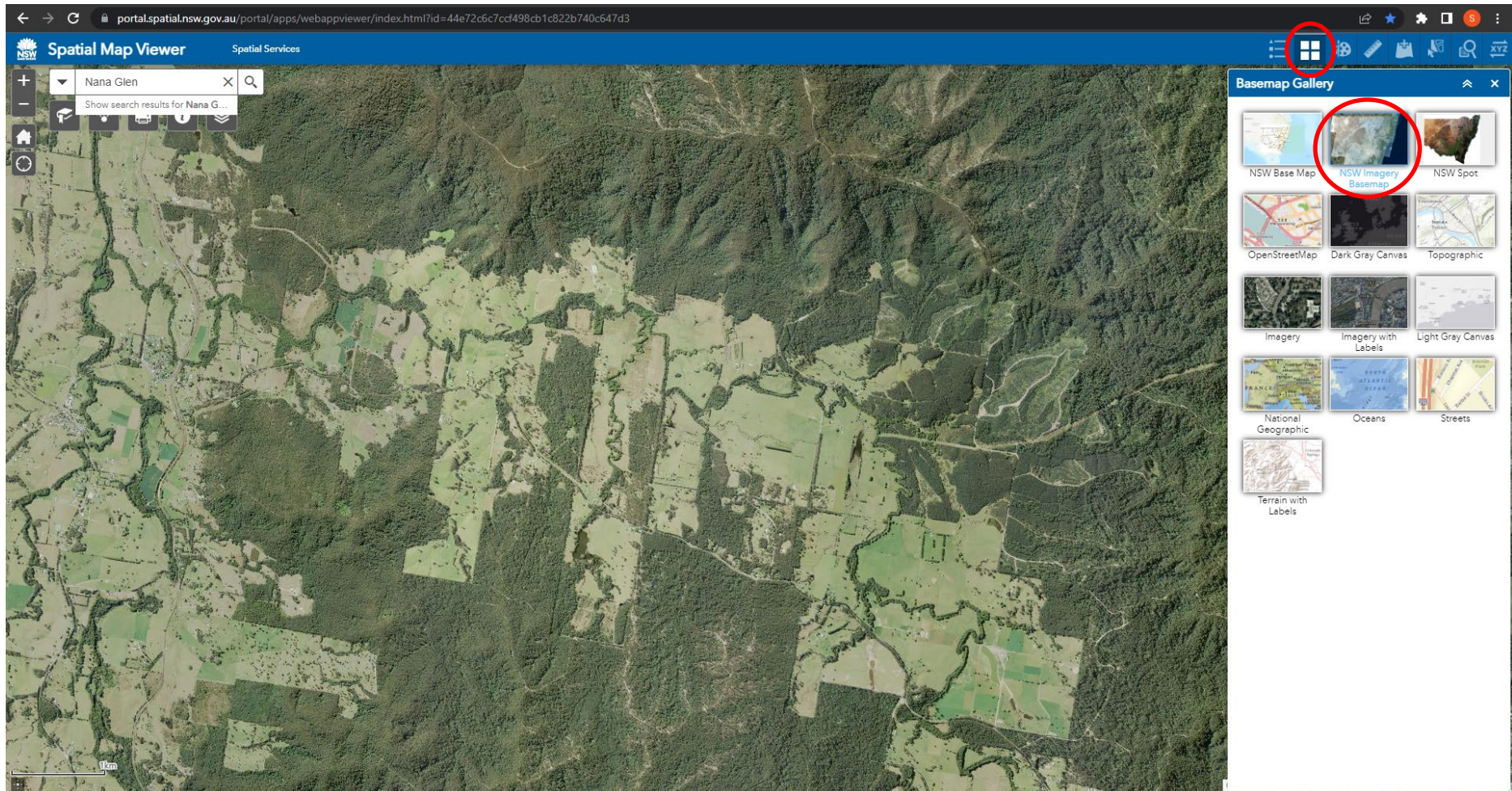


Figure 4 NSW Spatial Viewer – Basemap gallery



## Step 4. Add project specific content

Use the 'Draw' tile to add points, lines and polygons to create a map showing your project area. Labels can also be added.

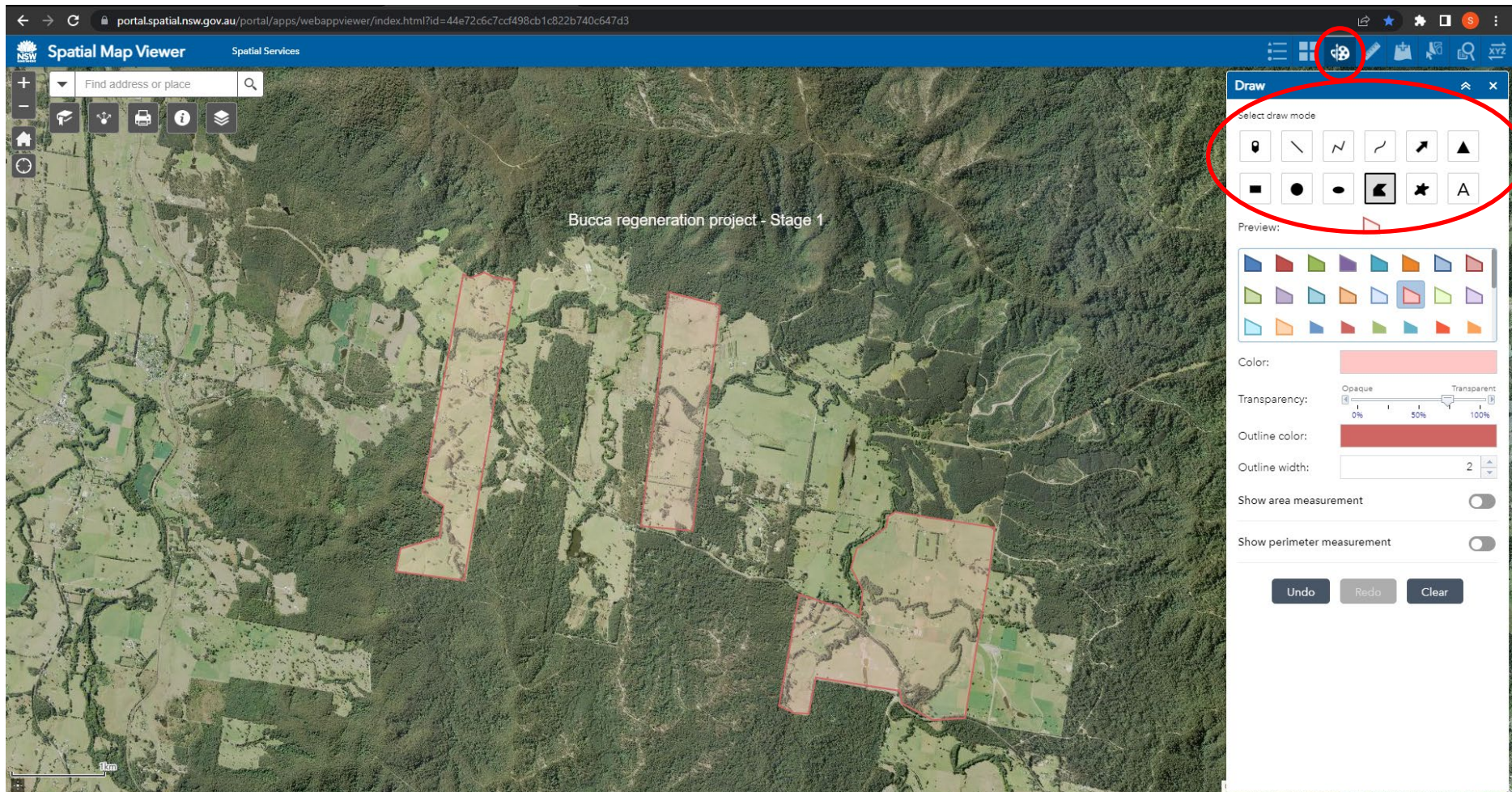


Figure 5 NSW Spatial Viewer – Draw function

## Step 5. Add any additional relevant layers

Use the 'Layer List Widget' in the top left of screen to toggle on/off additional data layers.

Additional layers (e.g., NSW Features of Interest Category to show town labels) can be added to the Layer List by using 'Add data' tile to add/remove data sets.

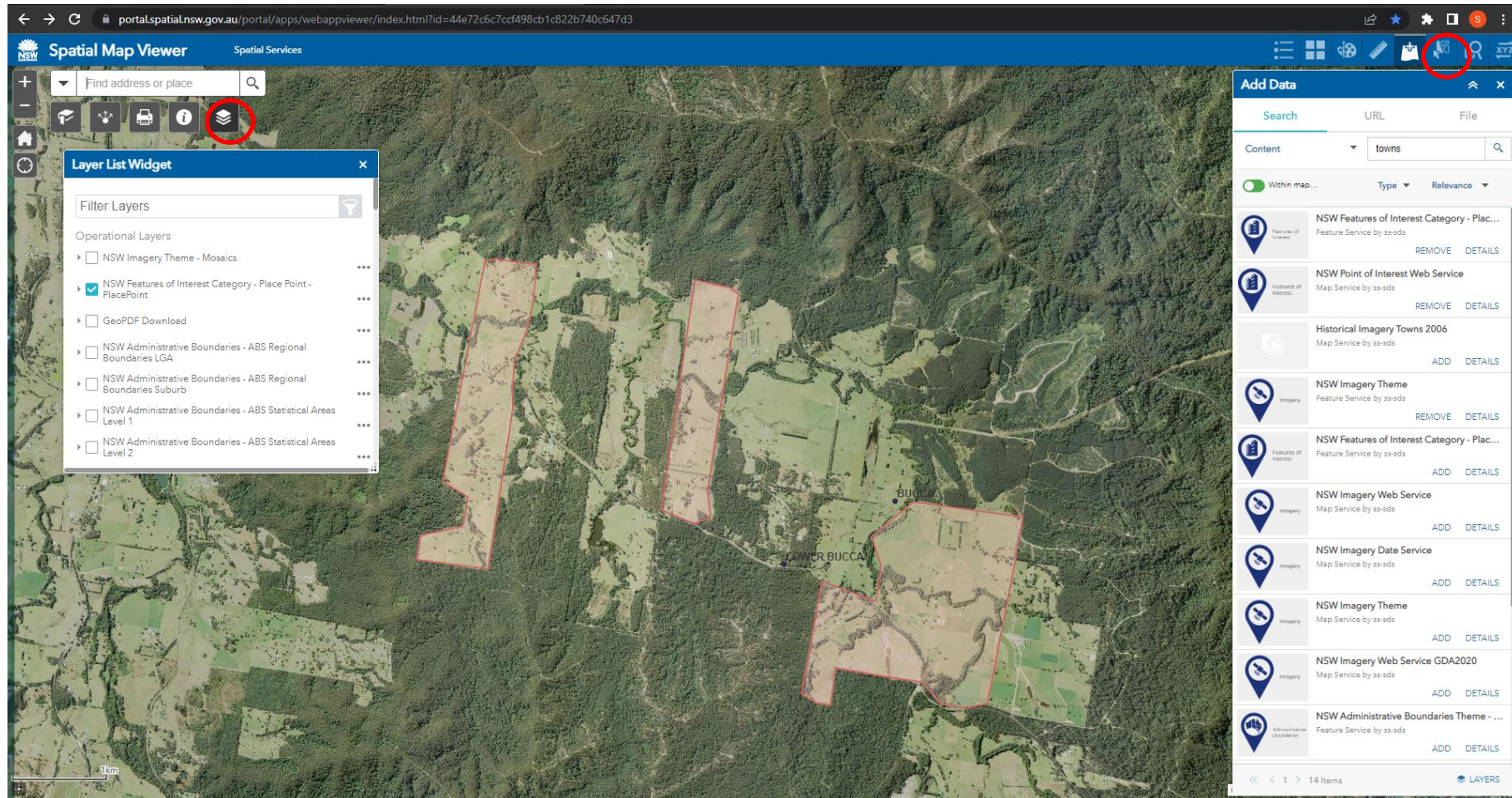


Figure 6 NSW Spatial Viewer – Data layer options

## Step 6. Export the map

To export the map as a file for upload with your application, select the printer icon in the top left of screen as show below. You can select the file type (default is .pdf). Attach the pdfs to your application in the 'Supporting Documents' section.

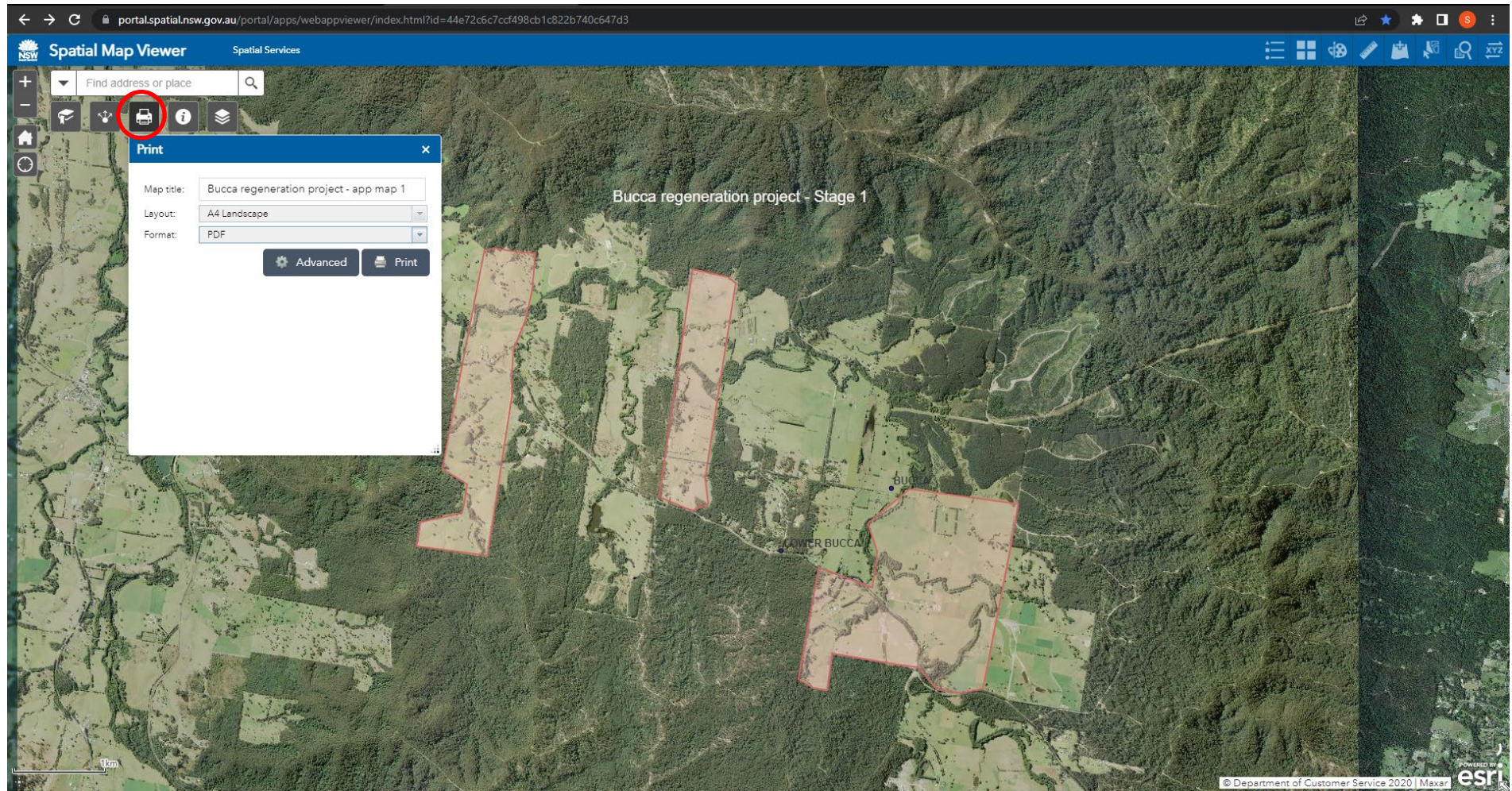


Figure 7 NSW Spatial Viewer – Export map to pdf