Natural Resources Advisory Council
NEW SOUTH WALES

Forging Partnerships

Project Application template

This template provides you with the format for your application for a Forging Partnerships Grant. Please save a copy of this template and type directly into the boxes below.

You will need to follow the headings shown below when compiling your application to ensure that all required information is included and presented correctly. In addition, please continue to refer to the Forging Partnerships Program Application Guidelines.

Applicants are encouraged to include letters of support which will be favourably considered.

Please send your application by email to www.nrac.nsw.gov.au and/or by post to Forging Partnerships Program, Natural Resource Advisory Council Grants Committee, Department of Environment and Climate Change, GPO Box 39, SYDNEY, NSW 2001

Section 1. Project Information

Project Title	
Project summary (max. 150 words)	
Funding requested	❏ Grant ❏ Sponsorship

Section 2. Declaration by Applicant

Declaration by applicant

Please sign the declaration below: **The declaration should be signed by the person who has delegated authority to sign on behalf of the proponent body/ organisation.** I certify that the information given in this application is true and correct. I understand that information in this application may be disclosed to other government agencies, reviewers and staff assisting with the administration or promotion of NSW Government funding programs.		
Signature	Date	
Printed name	Position title in organisation	
Organisation name	ACN	ABN
Street address		

List the partners for the project (where relevant) and attached letters or emails of support from each

Partner 1	Name:
	Contact person:
	Role in project:
	Street address:
Partner 2	Name:
	Contact person:
	Role in project:
	Street address:
Any others	Name:
	Contact person:
	Role in project:
	Street address

Section 2. Basic information

PROJECT NAME
LEAD ORGANISATION:
CONTACT OFFICER:
POSTAL ADDRESS:
TELEPHONE   FAX
E-MAIL

Section 3. Detailed information

1.   BACKGROUND

Briefly explain context, justification and links to broad objectives of the Forging Partnerships project program.

2. OBJECTIVES OF THE PROJECT

What is to be achieved? What are the anticipated outcomes of this project?

3. SCOPE OF THE PROJECT

What issues / topics are to be covered by the project and, if relevant, what is not covered?

4.. AUDIENCE INTEREST AND REACH

How will this project reach the broader public and expand the publics understanding of NRM activities?

5. METHODOLOGY

Explain how the project will be undertaken and provide a clear list of tasks. This may include details of the steps to be taken, the approach or method to be used and the resources required for each stage of the project. This should include details of any proposed consultation arrangements

6. PARTNERSHIP

Describe the partnerships that will be formed by this project and detail how these partnerships will contribute to improving natural resource management in NSW.

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5. METHODOLOGY

7. CRITICAL PATH – *Products and Reporting*

   a)   *Outputs – Clearly identify the measurable products or deliverables of the project. For example: hold 2 field days on 3 properties involving 50 farmers; hold one conference with 10 speakers and 250 delegates; undertake 12 surveys over the year*

   b) *Reporting – Specify the method and form of progress reporting and final reporting, reproduction and dissemination arrangements and any proposals for any ongoing work.*

   c). Sub Contracting – Specify if completion of the project involves sub contracting arrangements and provide details.

8. TIMETABLE and MILESTONES

Timetable and milestones – Provide details of the timetable for the project and the identifiable milestones to achieve the specified outcomes including the anticipated dates of commencing and completing the stages of the project. Below is an example of how you might present a timetable and the milestones.

Task/ Description	Who is Responsible	Anticipated Dates Commence/Completion	Milestones	Payment Yes/ No Amount
Step/Phase/Tasks				
Step/Phase/Tasks				
Step/Phase/Tasks				
Progress Reports				
Draft Report/Output				
Final Report/Output				
Administrative Report and Financial Acquittal Statement				

9. NATURAL RESOURCE MANAGEMENT ISSUES

Clearly describe the focus of natural resource management issue(s) or issues of your project and how your project addresses this issue(s).

10 BUDGET

(i) Summary
How will the grants funds be spent, from what sources and when. The summary figures provided here should draw on the detailed information provided in section 6 (ii).

(a) Budget for NRAC grant funds

Salaries and wages		
Consultancy Fees		
Travel costs		
Administration eg. printing, stationery, typing, etc		
Hire of materials or equipment		
Other – identify		
Total Direct Costs		

(b) Other contribution/s (excluding NRAC)	**Cash**	**In Kind**
Salaries and Wages		
Consultancy Fees		
Travel costs		
Hire of materials or equipment		
Purchase of materials		
Other - identify		
Total Indirect Costs		
Total Direct/Indirect Costs		

(ii) Budget Detail

Important, please note that:

- **In table above all expenditure items for the project need to be identified and costed. Please indicate if the relevant expenditure item cost is an estimate**.

Project funded by:	
Cash Details	**$**
(a) NRAC Contribution	
(b) Organisation Contribution	
(c) Agency Contribution	
Total Project Cost:	

(iii) Cash Flow
NRAC will be provided with details of the cash flow of NRAC funds for this project to monitor project progress and expenditure in the project's monthly progress reports.

11. PAYMENT DETAILS

How will the grant be paid to your organisation? In this section applicants need to identify preferred payment arrangements which will vary depending on the grant amount being sought and anticipated cash flow requirements.

For example:

The total grant of $...................... will be paid in the following instalment(s):

• An initial payment of $...................... for the establishment costs and initial progress on the   Project, to be paid within 14 days of the signing of the Agreement/Contract.

• Instalment payment(s) of $...................... to be paid after ..... months to take account of   ongoing costs (these should be linked to specific milestones listed in Section 4);

• A final payment of $...................... to be paid within 14 days of receipt of the Final Report/Product/Event, if judged to be satisfactory by DNR/NRAC.

or alternatively:

• payment to be made on completion and submission of approved invoice.

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12. PROJECT MANAGEMENT

By whom and how will the project be managed?

This should include details of the membership of any steering or management committee established to oversee the project. Contact information for the nominated project manager and/or consultant(s) must also be included.

Any consultancy briefs should be provided to the NRAC Secretariat if the grant is to be used to pay for or offset a consultancy cost. Minutes of meetings should be also made available, if requested.

13. PERFORMANCE INDICATORS
   *To assist evaluation of the Forging Partnerships program the following indicators could
   be used to show how the project performed? Please identify indicators that are relevant
   for your project. For example:*

   - *The project outcomes accord with project objectives.*
   - *Monthly reports are accurate and informative.*
   - *Milestones are reached in a timely manner.*
   - *Critical path traced the most effective management approach.*
   - *Extent and quality of existing information is improved.*
   - *Budgets are adhered to.*
   - *Funds are properly acquitted.*

   *Include factors that demonstrate that the project has satisfied NRAC objectives as in
   Section 1.*

14. QUALITY CONTROL – RISKS
   *What procedures, in addition to the nominated performance indicators, will be used to
   ensure a high quality outcome?*

   *Provide a statement identifying any perceived major risks in delivering your project
   outputs.*

SEND YOUR COMPLETED APPLICATION TO:
Forging Partnerships
NRAC Grants Committee
Department of Environment and Climate Change
GPO Box 39
Sydney NSW 2001.