



SAMPLE APPLICATION FORM

2009-10 Community Action Grants

Mandatory Fields are marked with an *

1. Proponent organisation details

This proposal must be completed by the organisation which is a legal entity able to enter into a funding agreement with the Australian Government - the 'proponent organisation' is the legal entity. If your community group is not a legal entity, you require an organisation that is a legal entity to submit a proposal on your behalf.

1.1 Do you have an Australian Business Number (ABN)?*

1.2 (a) Australian Business Number (ABN)

Note: Validate the ABN to populate the read only fields from the Australian Business Register. If you do not know your ABN you may search the register [here](#)

(b) Are you GST Registered?

1.3 Name of Proponent*

(a) Legal name*

(b) Trading name

1.4 Entity type*

1.5 (a) Incorporation number

(b) Date of incorporation  [Format DD/MM/YYYY]

2. Proponent Organisation Contact Person Details

2.1 Title*

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2.2 (a) First Name*

(b) Last Name*

2.3 Position in organisation*

2.4 Phone number (business)*

Note: enter phone numbers (including area code for landlines) without spaces

2.5 Fax number

2.6 Alternate Phone Number (provide at least one)*

(a) After hours landline

(b) Mobile

2.7 (a) PO Box or street address*

(b) Suburb/town*

(c) State/Territory*

Select

(d) Postcode*

2.8 (a) Email

(b) Confirm email address

3. Authorised Person Details

This is the person within the proponent organisation who is authorised to sign the funding agreement with the Australian Government.

Is the authorised person the same as the proponent organisation contact person (details above in Section 2)? If Yes go to Section 4.

3.1 Title*

3.2 (a) First Name*

(b) Last Name*

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3.3 Position in organisation*

3.4 Phone number (business)*

3.5 Facsimile

3.6 Alternate Phone Number (provide at least one)*

(a) After hours landline

(b) Mobile

3.7 (a) PO Box or street address*

(b) Suburb/town*

(c) State/Territory*

(d) Postcode*

3.8 (a) Email*

(b) Confirm email address*

4. Community Group Details

Is the proponent organisation sponsoring another community group to undertake the project? If No go to Section 6. If Yes complete sections 4 and 5.

4.1 Name of community group*

4.2 Entity type*

5. Community group contact person for the project

Please provide a contact person for the community group which is undertaking this project.

5.1 Title*

5.2 (a) First Name*

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(b) Last Name*

5.3 Position in organisation*

5.4 Phone number (business)*

5.5 Fax number

5.6 Alternate Phone Number (provide at least one)*

(a) After hours landline

(b) Mobile

5.7 (a) PO Box or street address*

(b) Suburb/town*

(c) State/Territory*

(d) Postcode*

5.8 (a) Email

(b) Confirm email address

6. Community Group undertaking the project

6.1 How many years has the community group been in operation?*

6.2 Is the community group an Indigenous organisation?*

6.3 Membership*

How many voting and/or financial members does the community group have?

OR

In the case of a Trust, how many volunteers are associated with your group?

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6.4 The principal objective(s) of the community group as set out in its constitution or mission statement is: *

- the protection/enhancement of the natural environment
- Sustainable farming and/or land management

7. Community Group – Activities

7.1 Recent activity

(a) Please indicate what community activities your group has undertaken within the last 12 months:

- Community group meetings and/or public meetings
- Field days and/or workshops
- Raising community awareness about environmental, sustainable farming and/or land management issues
- On-ground environmental and/or sustainable farming works
- Environmental and/or sustainable land management planning

(b) Please provide brief details (up to 700 characters ie about 100 words) describing the activities mentioned above (eg frequency, number attending).

7.2 Please indicate what funding the community group has attracted for projects in the last 3 years (from January 2007).

Project name	Source of funding	Amount of funding	Completion/(expected completion) date
	<input style="width: 100%;" type="text" value="Select"/>		<input style="width: 100%;" type="text"/> <small>[Format DD/MM/YYYY]</small>
	<input style="width: 100%;" type="text" value="Select"/>		<input style="width: 100%;" type="text"/> <small>[Format DD/MM/YYYY]</small>

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7.3 Has the community group been successful in receiving funding from the 2009-10 Caring for our Country business plan (including Reef Rescue)?*

7.4 (a) Do you have any overdue final reports and/or acquittals for Australian Government natural resource management funding?*

(b) If yes please indicate which program(s).

- Natural Heritage Trust 1 or 2, including Envirofund
- National Action Plan for Salinity and Water Quality
- National Landcare Program
- Caring for our Country
- Other, please specify

7.5 Do you (the applicant and/or sponsor) have any current or planned proposals to other funding programs (government, industry, regional body etc) for this project or components of this project?*

If yes, please indicate the name of the program or programs, the title of the proposal and when you expect the announcement of successful funding bids for that program?

8. Project Details

8.1 Project title*

8.2 Project Description

(a) Provide a short project description, including the environmental, sustainable farming and/or land management **issue(s)** the project will address (up to 700 characters ie about 100 words).*

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(b) Describe your project **methods**, including how your chosen activities will help you achieve the project within its timeframe (up to 700 characters ie about 100 words).*


(c) Describe what outcomes your project will **achieve**, including how any works or infrastructure will be maintained following completion of the project (up to 700 characters ie about 100 words).*


8.3 Project Management and Implementation (projects must finish by the end of June 2011)

8.3 (a) Describe up to 4 key steps in your project.*

Step 1
Completion Date:  [Format DD/MM/YYYY]

Step 2
Completion Date:  [Format DD/MM/YYYY]

Step 3
Completion Date:  [Format DD/MM/YYYY]

Step 4
Completion Date:  [Format DD/MM/YYYY]

9. Project Location

9.1 Project location

(a) State*

(b) NRM Region*

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(c) Latitude* [Format -xx.xxxxxx]

(d) Longitude* [Format xxx.xxxxxx]

Note: You may look up your Latitude and Longitude [here](#)

(e) Nearest town*

9.2 Funding is available for projects in all areas; will your project take place in an area that is mainly: *

- Rural
- Peri-urban (non-urban land fringing an urban centre)
- Urban

9.3 Funding is available for projects on all land tenures; will your project take place on land tenure which is mainly: *

- Private land
- Public land

9.4 Is your project within or adjacent to: a World Heritage Area; or a property within the National Reserve system?

See [here](#) for a list and map of World Heritage Areas.

See [here](#) for a map of properties within the National Reserve system.

10. Community Engagement

10.1 How many additional people or volunteers outside of your group's current membership do you expect to participate?

10.2 How many land/managers/farmers do you expect to participate?

10.3 How many other organisations will you engage in with the delivery of your project?

please provide the name(s) of the organisation(s)

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11. Caring for our Country alignment

11.1 Which of the following Caring for our Country national priorities will your project primarily address? *

- Biodiversity and Natural Icons
- Coastal Environments and Critical Aquatic Habitats
- Sustainable Farm Practices

11.2 Does your proposal align with any of the following Caring for our Country outcome(s)? If so, please indicate by checking box(s) below and then make a further selection from the drop down list.

- Increase area of native habitat and vegetation managed to reduce critical threats
- Reducing the impact of invasive species

Please select invasive species targeted

Select

- Increasing the uptake of sustainable land management practices
- Increasing the number of farmers contributing to biodiversity conservation
- Engaging the community in coastal rehabilitation restoration and conservation
- Improve water quality in coastal hotspots

Name of hotspot

Select

See [here](#) for locations of coastal hotspots.

- Protecting Ramsar listed wetlands and other priority high conservation value aquatic ecosystems (HCVAE)

See [here](#) for locations of Ramsar sites and priority High Conservation Value Aquatic Ecosystems.

Name of Ramsar site or HCVAE:

ACT Ginini Flats Wetland Complex

NSW

Select

NT

Select

QLD

Select

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SA	<input type="text" value="Select"/>
Tas	<input type="text" value="Select"/>
Vic	<input type="text" value="Select"/>
WA	<input type="text" value="Select"/>
Commonwealth	<input type="text" value="Select"/>

11.3 Please tick which eligible activities you are seeking funding for.*

Note: Only activities listed here are eligible for funding (see program guidelines for more detail and conditions for each activity). Selected activities will be automatically added to your budget table in Section 11.

- Invasive species control
- Fencing
- Educational and community awareness activities (trials/demonstrations, workshops, field days, website developments)
- On-ground projects for improved land management practices
- Infrastructure construction (for public access management, protection of Indigenous heritage and/or off-stream watering points for stock only)
- Re-vegetation (e.g. for habitat, biodiversity corridors/linkages, erosion control)
- Indigenous land and sea country planning
- Recording and use of traditional ecological knowledge
- Administration support (no more than 15% of total project costs)
- Audit/Accounting costs

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12. Project Budget *

The total budget including GST must not exceed \$22,000.

Activity to be funded	Eligible item	<u>Cost (including GST)</u>
Invasive species control	Materials	
	Equipment hire	
	Labour	
Fencing	Materials	
	Equipment hire	
	Labour	
Educational activities and community awareness	Materials	
	Equipment hire	
	Venue hire	
	Labour	
	Advertising costs	
On-ground projects	Materials	
	Equipment hire	
	Labour	
Infrastructure construction	Materials	
	Equipment hire	
	Labour	
Re-vegetation	Materials	
	Equipment hire	
	Labour	
Indigenous land and sea country planning	Materials	
	Venue hire	
	Labour	
Recording of Indigenous traditional knowledge	Materials	
	Equipment hire	
	Media equipment purchase	
	Venue hire	
	Labour	
Administration support (not more than 15% of total funding sought)	Phone/internet bills	
	Electricity bills	
	Printing/photocopying	
	Insurance	
	Legally required documents	
Audit/Accounting costs	Audit/Accounting costs	
Total Funding sought		

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13. Declarations

- I declared that all information provided in this proposal is true and correct and no information is false or misleading.*
- I have the agreement of all parties identified in the proposal to include their details within this proposal.*
- I understand that information provided in this proposal may be disclosed to various parties as described in the program guidelines.*
- I declare that I have approval from the landowner or land manager and have or will request all necessary Commonwealth, state and local planning permits and approvals required to undertake this project.*
- I declare that, unless advised at question 7.5, I am not seeking funding for this proposal from elsewhere that could potentially duplicate funds requested through Community Action Grants.*