Sample application form

Koala Conservation and Protection - Community Grants: Round 1

Version 11 March 2022

This document shows the questions included in the online application form for this grant opportunity. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A red asterisk * indicates a mandatory question. A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

▪ Select the Participants button
▪ Enter the details

An email will be sent to the participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

▪ On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
▪ On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, contact us by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying. *

Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory. If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN)
  or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

If you do not have an ABN we will ask you why you do not have one. You should note the following.

If you are entitled to an ABN and do not provide it to us, we will be required to withhold 47 per cent from any grant awarded. If you intend to apply for an ABN you should do so before starting your application as you cannot update these details in the application form. If you apply for an ABN after you start your application you will need to start again.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you. *

- Field 1 select - Koala Conservation and Protection – Community Grants: Round 1
- Field 2 select - Koala Conservation and Protection – Community Grants: Round 1

When you have selected the program, the following text will appear.

This grant opportunity will run over 2 years from 2022-23 to 2023-24.

The grant opportunity was announced as part of the Koala Conservation and Protection Package (Package). Up to $5 million is available for this grant opportunity.

The objective of this program is to:

- support community-led conservation and recovery efforts to improve the trajectory of the listed Koala (combined populations of Queensland, New South Wales and the Australian Capital Territory).

The minimum is grant amount is $50,000 and the maximum grant amount is $200,000.

You should read the grant opportunity guidelines and sample grant agreements before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 15 July 2022. Please take account of time zone differences when submitting your application.

B.   Eligibility

We will ask you the following questions to establish your eligibility for the Koala Conservation and Protection – Community Grants Program.

Questions marked with an asterisk are mandatory.

You must select one of the eligible options from a drop down menu to proceed to next question.

Select which type of entity your organisation is. *

- an entity incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- a co-operative
- a regional National Resource Management (NRM) organisation supporting a project that is delivered by, or directly engages with, local community groups
- an incorporated not for profit organisation, including incorporated Indigenous not-for-profit organisations
- an incorporated trustee on behalf of a trust
- an Australian local government agency or body as defined in the guidelines.

You must answer yes to proceed to next section.

Does your project application meet all of these criteria? *We can only accept applications which:

- have at least $50,000 in eligible expenditure
- have identified that the listed Koala (combined populations of Queensland, New South Wales and the Australian Capital Territory) will benefit from your project activities
- provide with your application the required documents outlined under section 7.1
- provide a letter of support from each project partner where the application is a joint application (refer to section 7.2)
- are able to provide a current letter of support for your project prior to commencement of on ground works from the site or landowner, if you are not the site or landowner
- are able to provide a letter of support for your project prior to commencement of on ground works from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required
- declare that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities.

You must answer yes to proceed to next section.

Is your project aimed at supporting efforts to improve the trajectory of the Koala combined populations of Queensland, New South Wales and the Australian Capital Territory?*

C.   Applicant address

C.1.   Applicant street address

You must provide your street address *

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2.   Applicant postal address

You must provide your postal address *

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

D.   About your organisation

We collect the following data from all applicants across all grant programs. We use this data to better understand your organisation and to help us develop better policies and programs.

D.1.   Indigenous organisation

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

E. Project information

On this page you must provide the detailed information about your proposed project. *

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

E.1. Project title and description

Provide a project title. *

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description. *

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and what benefits it will produce.

E.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities. *

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to the grant opportunity guidelines for the requirements of the project plan. *

E.3. Project activities

To be eligible your project should include eligible activities. Select those that are relevant (can be more than one): *

- activities that improve the extent, quality and connectivity of the listed Koala's habitat
- coordinated threat management across the landscapes such as weed and pest control that provides a demonstrable reduction in pressure on the listed Koala and its habitat
- environmental restoration and protection across areas that support the listed Koala
- ex-situ healthcare facilities and treatment for the listed Koala
- applied research, that includes on-ground interventions such as trialling new Koala protection devices or threat abatement techniques
- activities that improve knowledge of listed Koala populations and their health, such as citizen science projects
- activities that improve health outcomes and care facilities for listed Koala/ Koala populations
- activities as part of community and school education programs that accompany an on-ground activity

- activities that promote the protection and recovery of the listed Koala
- activities that encourage the participation of Indigenous people in the program

E.4. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes. *

Your response is limited to 5000 characters including spaces and does not support formatting.

E.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

- Estimated project start date *
- Estimated project end date *
- Estimated project length (in months) *

Your project must be completed by 30 April 2024.

E.6. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to ten milestones. *

The milestone start and end dates must be between the project start and end dates.

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

E.7. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site. If you have multiple sites you must add the address of each site. *

A project site must be a street address. Do not provide a postal address, institution or building name. Projects must be located in Queensland, New South Wales and the Australian Capital Territory (with the exception of ex-situ healthcare facilities and treatments).

- Project site address
- Estimated percentage of project value expected to be undertaken at site

E.8.   Mapping Tool

You must use the [mapping tool](#) to draw (or upload) one or more shapes (polygons) to reflect the location of your project activities. *

Follow the instructions in the [user guide](#) to complete your project mapping noting:

- the mapping tool will open in a new browser tab

- save your application form prior to completing the mapping tool to avoid losing your content

- Be as accurate as you can and focus on the area(s) of on-ground activity

- your map polygon(s) are not automatically linked to your application. To link them to your application, you need to click the 'Save Mapping' button and then copy the generated mapping link using the blue "Copy" button and paste this into the text entry box below. We recommend you keep a copy of this mapping link for your own reference. Note that this link is not what is displayed in your browser address bar

- once you have saved your mapping, you will need this generated mapping link to return to your mapping to make further edits. Using the link above will open a new, empty map

- to return to this application form, click on 'Save Mapping' in the mapping tool and then click the browser tab for your application form

Have you completed the mapping tool?

E.9.   Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity? *

If yes, provide details of the penalty.

Your response is limited to 750 characters including spaces and does not support formatting.

F. Project budget

F.1. Project budget summary

Provide a summary of your eligible project expenditure over the life of the project. *

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure.

The minimum project expenditure for this grant opportunity is $50,000

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			
	Equipment and supplies purchase or hire		
		2022/23	$
		2023/24	$
	Labour		
		2022/23	$
		2023/24	$
	Building modifications (where you own the modified asset and the modification is required to undertake the project)		
		2022/23	$
		2023/24	$
	Training		
		2022/23	$
		2023/24	$
	Contract		
		2022/23	$
		2023/24	$
	Domestic travel		
		2022/23	$

		2023/24	$
	Materials		
		2022/23	$
		2023/24	$
	Costs managing Traditional Owner and local communications collaborations		
		2022/23	$
		2023/24	$
	Regulatory and planning costs		
		2022/23	$
		2023/24	$
	Administrative support and overheads		
		2022/23	$
		2023/24	$
	Regulatory approvals costs		
		2022/23	$
		2023/24	$
	Reporting on project outcomes		
		2022/23	$
		2023/24	$
	Contingency costs (max of 10% on actual costs incurred)		
		2022/23	$
		2023/24	$
Sub-Total		2022/23	$

Sub-Total		2023/24	$
Total			$

F.2.   Source of funding

In this section you must provide details of how you will fund the project. *

The total of all sources of funding, should be equal to your total project expenditure in the section above. While in-kind contributions are encouraged, they are not deemed eligible expenditure under this grant opportunity. Sources of funding include:

- *grant amount sought*
- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

F.3.   Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable. *

The minimum grant amount under this grant opportunity is $50,000. The maximum grant amount under this grant opportunity is $200,000. Please note that while in-kind contributions are encouraged, they are not deemed eligible expenditure under this grant opportunity.

F.4.   Contributions

You will need to provide the following information for all other sources of funding (where applicable)

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- o *Your contribution*
- o *Other non-Commonwealth government grants*
- o *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

G.1. Assessment criterion 1 (50 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Project alignment with program objectives*

You should demonstrate this by identifying

- how your project will support effective on-ground recovery and protection activities that contribute to the intended program outcomes listed in section 2.1.
- how your project activities are consistent with Approved Koala Conservation Advice and/or threat abatement plan or other strong evidence (for example, primary research such as published scientific papers, state government guidelines, or best practice and local restoration and revegetation guidelines for Koala habitat where they exist)
- the relationship of the project activities to other relevant Koala conservation and management actions underway
- how any Koala monitoring outputs will or can be incorporated in broader reporting of recovery, such as the National Koala Monitoring Program (NKMP) or the Atlas of Living Australia
- any additional or indirect benefits of your project activity, including for other nationally-listed threatened species.

G.2. Assessment criterion 2 (50 points)

Your response is limited to 5000 characters including spaces and does not support formatting.

Your capacity, capability and resources to deliver the project*

You should demonstrate this by identifying

- your track record in managing similar projects and your access to personnel with the right skills and experience including management and technical staff
- your plan to manage the project including scope, implementation methodology, timeframes, budget and identification and assessment of project delivery risks
- how you will monitor and measure the success of your project
- any additional investment that your project will leverage, such as cash or in-kind support that will enhance the achievement of intended outcomes
- your access, or future access, to any required land, infrastructure, capital equipment, technology, and regulatory or other approvals
- your capacity and commitment to manage the project sites where on-ground activity has occurred to sustain the project outcomes, beyond the term of this grant.

H. Project partners

You must provide details about your project partners (where applicable).

For details about project partner contributions refer to the grant opportunity guidelines.

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

I. Bank account details

I.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details. *

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

I.2. Account details

Account name

BSB

Account number

I.3. Payment contact

Given name

Family name

Email address

Phone number

J. Application finalisation

You must answer the following questions and add any supporting documentation required.

J.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare? *

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

J.2.   Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3.   Additional information

You must attach the following supporting documentation. You should only attach documents we have requested or you have referred to in your application.

The total of all attachments cannot exceed 20 MB.

Individual files must be smaller than 2.0mb, and be one of the following types:doc, docx, rtf, pdf, xls, xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

- Project Plan *

You must attach a project plan that reflects the locations and project activities you will undertake including details of project partners, collaborations and partnerships (if there are any)

- Project Budget *

You must attach a detailed budget that reflects the expenditure listed in your project budget summary

- Trust Deed (if you are an incorporated trustee applying on behalf of a trust)
- Declaration that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities
- Letter of support from each project partner where the application is a joint application (refer to section 7.2 of the guidelines)
- Letter of support for your project from the site or land owner, *prior to commencement* of on ground works from the site or landowner, if you are not the site or landowner
- Letter of support for your project *prior to commencement* of on ground works from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required.

K.   Primary contact

You must provide the details of a primary contact for your application. *

The primary contact is the person authorised to act on behalf of the applicant. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include:

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

L.   Application declaration

In order to submit your application you will be required to agree to the following declaration. *

L.1.   Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants

b. to facilitate research, assessment, monitoring and analysis of other programs and activities

unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2.   Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that

giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.