



Australian Government

Department of Industry, Science and Resources

Sample application form

Reducing Light Pollution in Coastal Communities

Version February 2023

This document shows the questions included in the online application form for this Reducing Light Pollution in Coastal Communities. 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.

Sample

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)
- Not for profit status

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 - Reducing Light Pollution in Coastal Communities
- Field 2 select - Reducing Light Pollution in Coastal Communities

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

The Reducing Light Pollution in Coastal Communities Grant Program (the program) will run over three years from 2022-23 to 2024-25. The program will provide funding to promote management of light pollution in priority coastal areas for the benefit of Environment Protection and Biodiversity Act 1999 (EPBC Act) listed marine turtles, seabirds and migratory shorebirds.

The objectives of the program are:

- raise community awareness of the potential impacts of light pollution on coastal and marine environments and
- support the development and implementation of light management policies and practices at the local level for the benefit of EPBC Act listed marine turtles, seabirds and shorebirds
- facilitate retrofitting and/or installing best practice wildlife-sensitive lighting systems to reduce light pollution adjacent to marine turtle nesting beaches, seabird rookeries, or migratory shorebird roosting sites.

The intended outcomes of the program are:

- an increased recognition of the benefits of reducing light pollution
- the reduction of light pollution at ecologically sensitive sites to support conservation and recovery of EPBC listed marine turtles, seabirds and shorebirds
- the support of local communities to ensure best practice light management practices are established and progressed into the future.

The maximum grant amount is \$50,000 and the minimum is \$15,000.

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 AEDT on 9 March 2023. Please take account of time zone differences when submitting your application.

Sample

B. Eligibility

We will ask you the following questions to establish your eligibility for the Reducing Light Pollution in Coastal Communities grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *
 - an Australian local government agency or body
 - an Australian incorporated entity (including Indigenous organisations registered with the office of the Registrar of Indigenous Corporations and Aboriginal and Torres Strait Islander land councils)
 - an Australian state/territory Government agency or body
 - publicly funded research organisation (PFRO)
 - none of the above

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

- Can you declare that your project does not duplicate other government-funded management actions that are already underway in the project location? *

Select from the drop down list

Yes or No

You must answer yes to proceed to next question.

- Do you agree that you will deliver your project in accordance with relevant legislation, policies and industry standards? *

Select from the drop down list

Yes or No

You must answer yes to proceed to next question.

- Do you agree that any required approvals are in place or will be in place to allow completion of your project? *

Select from the drop down list

Yes or No

You must answer yes to proceed to next question

- Is your project is located in a priority location as listed in the grant opportunity guidelines? *

Select from the drop down list

Yes or No

.

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.

Sample

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. Latest financial year figures

All values must be whole numbers. For example

6.5 months should be presented as 7 months

\$2 million should be presented as \$2,000,000

- Has the applicant existed for a complete financial year?
- If no, enter the number of months completed in the financial year to date.

You must provide the following financial information about the applicant organisation for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

D.2. Your ANZSIC code

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

D.3. 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.

Sample

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 how it will reduce light pollution in your chosen location.

E.2. Program Priorities

Identify which listed priority location for light pollution mitigation your project will be focussed on.

You can select more than one option.

Seabird and Migratory Shore Birds Priority locations:

- *Dampier Archipelago, WA*
- *Esperance, WA*
- *Geelong/Port Phillip Bay, VIC*
- *Warrnambool/Port Fairy/Portland, VIC*
- *Georgetown, SA*
- *Port Lincoln, SA*
- *Galupa/Nhulunbuy, NT*
- *Gold Coast, QLD/Ballina, NSW*
- *Newcastle/Nelson Bay, NSW*
- *Gladstone, QLD*
- *Sarina/Mackay, QLD*

Marine Turtles priority locations:

- *Dampier Archipelago, Cape Lambert, WA*
- *Lowendal Islands, Barrow Island, WA*
- *Ashburton Region, WA*
- *Mon Repos, QLD*

- Gladstone, QLD
- Torres Strait Islands

Using the priority species list from the [Threatened Species Action Plan 2022-32](#). Identify the threatened or migratory species that will benefit from this your project.

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

E.3. 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.

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 31 March 2024.

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

E.6. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

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.

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

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 \$15,000.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2022/23	\$
		2023/24	\$
	Labour on costs (maximum of 30%)		\$
		2022/23	\$
		2023/24	\$
	Contract costs (including expert advice)		\$
		2022/23	\$
		2023/24	\$
	Venue/facility hire		\$
		2022/23	\$
		2023/24	\$
	Planning, environmental or other regulatory approvals		\$
		2022/23	\$
		2023/24	\$
	Collaboration and partnerships		\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
	Communication and engagement activities		\$
		2022/23	\$
		2023/24	\$
	Domestic travel (air and ground transportation)		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contingency costs (up to 10% of eligible project costs)		\$
		2022/23	\$
		2023/24	\$
	Purchase or hire of equipment, materials and supplies		\$
		2022/23	\$
		2023/24	\$
	Other eligible expenditure		\$
		2022/23	\$
		2023/24	\$
Total			

If you selected 'other eligible expenditure' provide details of this expenditure.

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

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. 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 \$15,000. The maximum grant amount under this grant opportunity is \$50,000.

F.4. Contributions

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *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 percent 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 (60 points)

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

Alignment with the program objectives and outcomes.

You must describe the activity and provide information that demonstrates:

- a. how your project will raise awareness of the impacts of light pollution on marine and coastal species and build community support for addressing those impacts
- b. how your project will reduce light pollution and its impacts on seabird rookeries, marine turtle nesting beaches or migratory shorebird habitats identified in the priority locations in Appendix A
- c. how your project supports or contributes to the relevant policies, including, but not limited to, the [National Light Pollution Guidelines for Wildlife](#) and where relevant, the [Threatened Species Action Plan 2022-2032](#), and relevant Conservation Advices and Recovery Plans
- d. how your project involves local communities including Indigenous partnerships and Traditional Owner engagement
- e. how you will use your grant funding to leverage support and funding opportunities from other partners and community stakeholders.

You may provide letters of support from community stakeholders provide details of their contribution to the project.

G.2. Assessment criterion 2 (40 points)

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

Capacity, capability, and resources to deliver the project

You must demonstrate this by describing:

- a. your track record of successfully managing similar projects
- b. your access to personnel with the right skills and experience in delivering your project activities
- c. how you will manage the project including obtaining approvals, methodology, budget, risk management, governance
- d. how you will monitor and measure the benefit of the project for EPBC listed marine turtles, shorebirds and seabirds.

H. Project partners

You must provide details about your project partners.

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

You must provide

- 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.

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.

- Evidence of entity type (if applicable)

If your entity type is an incorporated association or not for profit organisation and you do not have an active state or territory incorporated association registration or ACNC registration, provide Constitutional documents and/or Articles of Association that demonstrate the character of the organisation.

If your entity type is a partnership, provide a copy of your partnership agreement.

- Trust deed (if applicable)

Trust deed

- Letters of support from the community

You may attach letters of support from the community, such as regional stakeholder and/or Traditional Owners to support your claims against assessment criterion 1.

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

Sample

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 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 confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

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 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.