



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Agriculture,
Water and the Environment

Sample application form

Environment Restoration Fund – Threatened Species Strategy Action Plan Grants

Version September 2021

This document shows the questions included in the online application form for this program. 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 and Google Chrome
- 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)
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

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 – Threatened Species Strategy Action Plan – Priority Species
- Field 2 select – Threatened Species Strategy Action Plan – Priority Species

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

The grant opportunity provides funding to eligible entities to undertake practical on-ground project activities that protect and restore Australia's threatened species.

The objective of the program is to improve the trajectories of priority species.

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 13 December 2021. 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 [grant opportunity name] grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is. *

 - an entity incorporated in Australia
 - a co-operative
 - a regional National Resource Management (NRM) organisation
 - an incorporated not for profit organisation
 - an incorporated Indigenous not for profit organisation
 - an incorporated trustee applying on behalf of a trust
 - none of the above

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

You must answer yes to these questions to be eligible. The evidence to support your answers must be uploaded at the Application Finalisation section.

Does your project include activities that address at least one priority species identified in Appendix A of the program guidelines? *

You must answer yes to proceed to next question.

Does your project include activities that are supported by a recovery plan, conservation advice and/or a threatened species abatement plan or strong evidence such as a scientific paper?

You must answer yes to proceed to next question.

Does your project include on-ground project activities that are undertaken in areas where the identified priority species is known or likely to occur (with the exception of ex-situ conservation activities)?

You must answer yes to proceed to next question.

You may wish to use the <https://www.environment.gov.au/epbc/protected-matters-search-tool> to review priority species location.

Does your project have at least \$50,000 in eligible expenditure? *

You must answer yes to proceed to next question.

- Can you certify 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 question.

- Can you provide a current letter of support for your project from the site or land owner, if you are not the site or land owner? *

You must answer yes to proceed to next question

Can you provide a project plan (attach it later in the application)?

You must answer yes to proceed to next question

Can you provide a project budget (attach it later in the application)?

You must answer yes to proceed to next question

If you are an incorporated trustee applying on behalf of a trust, can you provide the trust deed (attach it later in the application)?

You must answer yes to proceed to next question

- Can you provide a letter of support from each project partner where the application is a joint application? *
- Can you provide a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required? *

You must answer yes to proceed to next section.

Sample

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

D.1. 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.2. 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 how it will benefit your organisation.

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.

E.3. 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.4. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines. You may elect to commence your project from the date you are notified your application has been successful.

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

The project length will be calculated by the start and end dates you enter. Your project can be no longer than 13 months.

E.5. 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.

- 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.6. 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

E.7. 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?

You can select No if you have not finished editing your map. Once your map is completed and saved, select Yes to see the next question.

Provide your mapping tool URL.

Your response is limited to 2000 characters including spaces and does not support formatting.

Sample

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.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2021/22	\$
		2022/23	\$
	Labour on costs (up to 30% of eligible labour costs)		\$
		2021/22	\$
		2022/23	\$
	Contract		\$
		2021/22	\$
		2022/23	\$
	Plant and equipment		\$
		2021/22	\$
		2022/23	\$
	Materials and supplies		\$
		2021/22	\$
		2022/23	\$
	Training		\$
		2021/22	\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Administrative support and overheads		\$
		2021/22	\$
		2022/23	\$
	Planning, environmental or regulatory approvals		\$
		2021/22	\$
		2022/23	\$
	Travel		\$
		2021/22	\$
		2022/23	\$
	Contingency costs (10% Maximum)		\$
		2021/22	\$
		2022/23	\$
	Other		\$
		2021/22	\$
		2022/23	\$
Total			

Other expenditure

Provide a breakdown outlining what comprises Other expenditure

Grant funding requested

You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.

F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.

Your own contribution to the project is also considered a 'source of funding' and must be provided.

Contributions can be cash or in-kind 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 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.

Sample

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.

To support your responses you must include mandatory attachments later in the application.

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 describing:

- the list of priority species (listed in Appendix A of the guidelines) that your project activities will benefit and the extent to which your project will contribute to an improvement in the trajectories of the identified priority species
- the extent to which your project will support a combination of on-ground environmental restoration and protection activities and environmental monitoring
- the extent to which project activities are consistent with recovery plans, conservation advice and/or threatened species abatement plan or other strong evidence such as a scientific paper
- the relationship of the project activities to other relevant management actions underway
- how the impact of your project activities will be monitored and measured
- the extent to which the project activity outputs will or can be incorporated in broader reporting of recovery

You must also attach a project plan to support your response later in the application.

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 describing:

- 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
- 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 to manage the project sites where on-ground activity has occurred, beyond the term of this grant.

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

- 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

H.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.

Account details

Account name

BSB

Account number

Payment contact

Title

Given name

Family name

Position Title

Email address

Phone Number

Mobile 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 documentation

You must attach the following supporting documentation.

- A project plan

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

- A detailed project budget

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

- Certification 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
- Trust Deed (if you are an incorporated trustee applying on behalf of a trust)
- a letter of support from each project partner where the application is a joint application (refer to section 7.2)
- a current letter of support for your project from the site or land owner, if you are not the site or land owner
- a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined, if their support is required

J.4. 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

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

Sample

K. Primary contact page

You must provide the details of a primary contact for your application. 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, 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](#)
- [program/ 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 program guidelines, including the 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 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 [program/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.