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

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Sample application form

Environment Restoration Fund
Safe Havens Grants

Version November 2020

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.

This is a sample only and may be subject to minor changes.

Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.

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.

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.

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.

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.

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.

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 by asking you to select an option from a drop-down menu. 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.

- Field 1 select - Environment Restoration Fund - Safe Havens
- Field 2 select - Environment Restoration Fund - Safe Havens

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

This grant opportunity will run over 3 years from 2020-21 to 2022-23.

The grant opportunity was announced as part of the election commitment in May 2019 under the Environment Restoration Fund to support the creation of safe havens for threatened species. Up to $8.8 million is available for this grant opportunity.

The objective of the program is to:

- reduce extinction risk to nationally listed threatened species through strategic expansion of the safe haven network

The maximum grant amount is $1.8 million and the minimum is $500,000.

You should read the grant opportunity guidelines and sample grant agreement 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 on closing date of opportunity. Please take account of time zone differences when submitting your application.

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.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Environment Restoration Fund - Safe Havens 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 Indigenous not-for-profit corporation
    - an Australian local government agency or body
    - an Australian State/Territory Government agency or body
    - an incorporated trustee may apply on behalf of a trust using the ABN of the trust
    - None of the above

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

- Have you identified at least one priority mammal from Appendix A or Appendix B of the grant opportunity guidelines will benefit from your project activities? *

You must answer yes to proceed to next question.

- Will your project be stand-alone or complimenting existing activities by filling in critical gaps, expanding or supplementing work or extending the timeframe of a project?

You must answer yes to proceed to next question.

- Do you have the mandatory evidence from your board or CEO that there is support for the project and that you can complete the project and meet the costs of the project not covered by grant funding?*

You must answer yes to proceed to the next question. You will be required to upload this document later in this form.

- 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 the next question. You will be required to upload this document later in this form.

- Can you provide a letter of support from each project partner where the application is a joint application?

You must answer yes to proceed to the next question. You will be required to upload this document later in this form.

- 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 the next question. You will be required to upload this document later in this form.

- 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 the next question.

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. Applicant financials

D.1. Latest Financial Year Figures

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

D.2. Recent trading performance

You must provide the following financial information about the applicant 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.

All amounts must show a whole dollar value e.g. $1 million should be presented as $1,000,000. The turnover value must be that of the entity that is making the grant application (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 Statements (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's 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 man, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per the applicant's Business Income Company Tax Return form.

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

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. Refer to the grant opportunity guidelines for the requirements of the project plan.

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 by 31 May 2023

- 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 36 months. You must complete your project by 31 May 2023.

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 10 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 also use the mapping tool to draw (or upload) one or more shapes (polygons) to reflect the location of your project activities.

- Please follow the instructions in the user guide to complete your project mapping.
- Note:
  - The mapping tool will open in a new browser tab.
  - Be as accurate as you can and focus on the area(s) of on-ground activity
  - Your map polygon(s) will automatically link to your application when you click the 'Save Mapping' button.
  - Once you have clicked 'Save Mapping' you can return to your map polygon(s) at any time (using the link above) to make further edits before finalising your application.
  - To return to this application form, click on 'Save Mapping' in the mapping tool and then click the browser tab for your application form.

F.   Project budget

F.1.   Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

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 $500,000.

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			$
	Labour		$
		2020/21	$
		2021/22	$
		2022/23	$
	Contract		$
		2020/21	$
		2021/22	$
		2022/23	$
	Consumables and equipment		$
		2020/21	$
		2021/22	$
		2022/23	$
	Materials		$
		2020/21	$
		2021/22	$
		2022/23	$
	Travel		$
		2020/21	$
		2021/22	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2022/23	$
	Other costs		
		2020/21	$
		2021/22	$
		2022/23	$
Total			

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.

Where you have project partners, their contribution will be recorded later in the application.

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.

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

- o *Your contribution*
- 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.

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 you responses you must include mandatory attachments later in the application.

G.1. Assessment criterion 1 (40 points)

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

The extent that your project will support the recovery of priority threatened mammals through establishing new safe havens, creating safe havens on offshore islands, or expanding existing safe havens (40 points).

You should demonstrate this by identifying

- the priority threatened mammals (listed in Appendix A and B of the guidelines) and other nationally and state listed threatened species that will benefit from this project. In assessing similar applications Appendix A species will be weighted above Appendix B species
- how your project activities will protect your priority threatened mammal and other species you identify in your application
- the extent to which your project will reduce the extinction risk and improve the representation of your target species
- where you are expanding an existing safe haven and activities are complementary to work that is underway, demonstrate alignment by:
    - filling a critical gap
    - expanding or supplementing an existing activity, or
    - extending the timeframe of an existing activity.

A list of priority threatened mammals with high or extreme predator susceptibility and represented in only zero or one safe haven is included in Appendix A of the guidelines.

A list of secondary priority threatened mammals which have low to extreme predator susceptibility, currently represented in two or more safe havens but do not have adequate representation across the safe haven network is included in Appendix B of the guidelines.

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 (40 points).

You should demonstrate this by identifying

- your project team's knowledge, skills and past experience in effectively managing similar environmental projects, and your access to personnel with relevant skills and experience

- your plan to manage the project, addressing scope, implementation plan, timeframes, budget and risk assessment, including how you will manage key risks to the success of the project
- your strategy to maintain the project outcomes beyond the term of the grant funding
- how you will measure the success of the project.

You must attach a project plan, budget and risk assessment with an adequate level of detail for this assessment criterion. Applications which adequately address relevant requirements outlined in Appendix C of the guidelines will be highly regarded under criterion 2.

G.3. Assessment criterion 3 (20 points)

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

Impact of grant funding (20 points).

You should demonstrate this by identifying

- the extent that your project does not duplicate existing activities (your project may be stand-alone or complement, extend or expand existing activities)
- how the funding amount requested with respect to the scale of the project and intended outcomes can be justified
- any additional investment that your project will leverage, such as cash or in-kind support that will enhance the achievement of intended outcomes.

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
- Details of contribution to the project
- Project partner letter of support attached

I. Application finalisation

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

I.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 and how you anticipate managing them.

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

I.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

I.3. Supporting documentation

You must attach the following supporting documentation.

- Project plan (see requirements at Appendix C of the guidelines)

You must attach a project plan outlining all the project activities including a timetable.

- Project budget

You must attach a detailed project budget to demonstrate your estimated project expenditure

- Risk assessment

You must attach a risk assessment of your of your project identifying any potential risks and proposed mitigation strategies

- Spatial information (map) of proposed project site

- Evidence of support from the board, CEO or equivalent (template provided on business.gov.au and GrantConnect). Where the CEO or equivalent submits the application, we will accept this as evidence of support

You must provide evidence from your board (or chief executive officer or equivalent if there is no board) that your project is supported and that you can complete the project and meet the costs of the project not covered by grant funding.

- Trust deed (where applicable)
- Documents that support your application where applicable, including:
  - 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 from each project partner where the application is a joint application
  - landholder agreements or letters of support from the relevant Traditional Owners or Indigenous organisations with landowner/management rights
  - evidence of scientific advisory panel assistance from relevant project stakeholders
  - commitments for in-kind support and leveraged funding.

I.4.   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](#)).

I.5.   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.

J.   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

K. Application declaration

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

K.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.

K.2. Applicant declaration

I declare that I have read and understood the grant opportunity 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 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 agree to participate in the periodic evaluation of the services undertaken by the department.

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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