Sample application form

Preparing Australian Communities – Local Stream

Version November 2021

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 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.

Getting help

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

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 – Preparing Australian Communities Local Stream
- Field 2 select – Preparing Australian Communities Local Stream

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

The program is one component of the Preparing Australia Program targeting support to locally identified and locally led projects that will improve the resilience of communities against natural hazards. Round 1 will focus on projects that will improve the resilience of communities against bushfires, flood and tropical cyclones. While projects are eligible across Australia, the program will prioritise selected Local Government Areas (LGAs) based on impact risk level informed by the Australian Climate Service and state and territory governments (see section 4 for additional information about priority locations).

The intended outcomes of the grant opportunity are to support communities to undertake disaster risk reduction initiatives that provide public benefit through reducing:

- the impact of future natural hazards on Australian communities
- the burden (cost and time) of recovery in communities following future disasters.

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 6 January 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 Preparing Australian Communities – Local Stream grant opportunity.

Questions marked with an asterisk are mandatory.

- Select which type of entity your organisation is.*
    - an entity incorporated in Australia
    - a company limited by guarantee
    - an incorporated association
    - an incorporated not for profit organisation
    - a non-distributive co-operative
    - an incorporated trustee on behalf of a trust
    - a Regional Development Australia Committee
    - a Commonwealth, state or territory government agency or entity that is a fire service, rural fire service, country fire authority, state emergency service or similar
    - an Australian local governing agency or body as defined in the glossary
    - an Aboriginal and/or Torres Strait Islander Corporation registered under the *[Corporations (Aboriginal and Torres Strait Islander) Act 2006](#)*
    - a registered Aboriginal and Torres Strait Islander land council
    - Mount Hotham Alpine Resort Management Board (ABN: 93 938 780 598), the Southern Alpine Resort Management Board (ABN 80 841 224 798), the Falls Creek Alpine Resort Management Board (ABN: 21 789 770 569), or the Mt Buller and Mt Stirling Resort Management Board (ABN: 44 867 982 534)
    - None of the above.

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

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

You must answer yes to proceed to next question.

- Is your project aimed at reducing the risk to and/or improving the resilience of your community against bushfire, flood and/or tropical cyclones?*

You must answer yes to proceed to next question.

- Will your proposed project increase the community's ability to mitigate, avoid, withstand and/or recover from the increasing effects of tropical cyclone, bushfire or flood as a result of climate change, in a timely and efficient manner, through activities targeting or delivering resilience?*

You must answer yes to proceed to next question.

- Does your project have at least $20,000 in eligible project expenditure?*

You must answer yes to proceed to next question.

- Are you able to provide all mandatory attachments as outlined in section 8.2 of the grant opportunity guidelines?*

You must answer yes to proceed to next question.

- Can you declare that you and any project partner/s are not included on the National Redress Scheme's list of 'Institutions that have not joined or signified their intent to join the Scheme' (see website: https://www.nationalredress.gov.au/)?*

You must answer yes to proceed to next question.

- Can you declare that you and any project partner/s have not been named by the Workplace Gender Equality Agency as an organisation that has not complied with the *Workplace Gender Equality Act (2012)* (see website: https://www.wgea.gov.au/what-we-do/compliance-reporting/non-compliant-list).*

Select from the drop down list

Yes or No.

You must answer yes to proceed.

- Are you able to meet your share of project costs and provide evidence of your cash or in kind contribution?*

Select from the drop down list

Yes or No or Not Applicable

You must answer yes, no or not applicable to proceed to next question. See section 3.1 of the grant opportunity guidelines to determine if you are required to provide a co-contribution to your project.

- Are any required approvals planned for or already in place in order to commence your project around May 2022?*

Select from the drop down list

Yes or No or Not Applicable

You must answer yes to proceed to next section.

- Can you confirm that you are only submitting one application to the Preparing Australian Communities Program – Local?*

You must answer yes to proceed to next section.

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

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.

D.3. 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.4. 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. Natural hazard

Identify the natural hazard/s your project will be aimed at reducing the risk of and/or improving the resilience of your community against:

You may choose one or more natural hazard/s.

▪ Bushfire

▪ Flood

▪ Tropical cyclones

E.2. Project domains

Identify which of the following domain/s your project will fall under:

You may choose one or more domains relevant to your project.

▪ Social environment

▪ Economic environment

▪ Natural environment

▪ Built environment

Social environment - increasing the community's social resilience to relevant natural hazards. This may include projects that strengthen social networks or essential services that enable the community to continue functioning in the event of a disaster, or support health, wellbeing and social recovery following an event

Economic environment - improving the ability of the local economy to withstand and recover from relevant natural hazards. This may include projects that enable businesses to continue operating in the event of a disaster or reduce their vulnerability to the economic shocks associated with particular kinds of hazards

Natural environment - increasing the disaster resilience of and/or reducing the disaster risk to natural assets such as wetlands, rivers, land, forests, oceans, other complex natural ecosystems, agriculture, and water sources

Built environment - increasing the disaster resilience of and/or reducing the disaster risk to infrastructure assets such as transport, energy and telecommunications, utilities, housing, cultural and commercial precincts, and other assets. This might involve, for example, projects designed to reduce the risk of local infrastructure sustaining damage in the event of a relevant hazard event, or enable it to continue functioning (or quickly resume functioning) following an event

E.3. Project category

Identify which category your project will fall under:

Your project may have elements of more than one category. However, you must nominate which of these categories is the most relevant.

- Planning
- Awareness and capacity
- Infrastructure

Planning - assessment of risk, vulnerability, resilience and disaster risk reduction activities, investment/business case, or technical feasibility

Awareness and capacity - increasing disaster risk and resilience awareness and capacity building activities

Infrastructure - delivery of built and/or natural infrastructure, including new or upgraded infrastructure. If your project is an infrastructure project with project expenditure of $100,000 or over you must contribute 50 per cent of the eligible project expenditure.

E.4. Priority Local Government Area (LGAs) – Bushfire Risk

Your project may be addressing more than one of the hazard risks across more than one LGA. However, you must nominate the most relevant for your project.

Is your project addressing bushfire risk in one of the Priority LGAs listed in appendix A of the guidelines?

If yes, select the relevant LGA from the list below. If no, proceed to next question.

Table 1 - Bushfire Risk LGAs

Applications for projects that address bushfire risks in the selected LGAs identified in the table below will be awarded an additional 20 points.

You can only receive a maximum of 20 additional points per application.

State	LGA
ACT	Unincorporated ACT
NSW	Bega Valley
NSW	Blue Mountains
NSW	Central Coast (NSW)
NSW	Cessnock
NSW	Eurobodalla
NSW	Kempsey
NSW	Lake Macquarie
NSW	Port Macquarie-Hastings
NSW	Port Stephens
NSW	Shoalhaven
NT	Barkly
NT	Litchfield
QLD	Sunshine Coast
SA	Adelaide Hills
SA	Campbelltown (SA)
SA	Clare and Gilbert Valleys
SA	Kangaroo Island
SA	Lower Eyre Peninsula

State	LGA
SA	Mitcham
SA	Mount Barker
SA	Onkaparinga
SA	Playford
SA	Port Lincoln
SA	Tea Tree Gully
TAS	Break O'Day
TAS	Brighton
TAS	Clarence
TAS	Derwent Valley
TAS	Glenorchy
TAS	Hobart
TAS	Huon Valley
TAS	Kingborough
VIC	Alpine
VIC	Ballarat
VIC	Bass Coast
VIC	Baw Baw
VIC	Cardinia
VIC	Colac-Otway
VIC	East Gippsland
VIC	Glenelg
VIC	Golden Plains
VIC	Greater Bendigo
VIC	Greater Geelong
VIC	Hepburn
VIC	Indigo
VIC	Latrobe (Vic.)
VIC	Macedon Ranges
VIC	Manningham
VIC	Mansfield
VIC	Mitchell
VIC	Moorabool
VIC	Mornington Peninsula
VIC	Mount Alexander
VIC	Moyne
VIC	Murrindindi
VIC	Nillumbik
VIC	Northern Grampians
VIC	South Gippsland
VIC	Southern Grampians
VIC	Surf Coast
VIC	Unincorporated Vic
VIC	Wangaratta
VIC	Wellington
VIC	Yarra Ranges
WA	Armadale
WA	Augusta-Margaret River
WA	Busselton
WA	Kalamunda
WA	Mundaring
WA	Swan

Is your project addressing bushfire risk in more than one LGA?

If yes, provide details of where and how project activities will be delivered across the locations.

E.5. Priority Local Government Area (LGAs) – Tropical Cyclone Risk

Is your project addressing tropical cyclone risk in one of the Priority LGAs listed in appendix A of the guidelines?

If yes, select the relevant LGA from the list below. If no, proceed to next question.

Table 2 – Tropical Cyclone Risk LGAs

Applications for projects that address tropical cyclone risks in the selected LGAs identified in the table below will be awarded an additional 20 points.

You can only receive a maximum of 20 additional points per application.

State	LGA
NT	Darwin
NT	East Arnhem
NT	Katherine
NT	Litchfield
NT	Palmerston
NT	Roper Gulf
NT	Tiwi Islands
NT	West Arnhem
QLD	Aurukun
QLD	Banana
QLD	Barcaldine
QLD	Blackall-Tambo
QLD	Brisbane
QLD	Bundaberg
QLD	Burdekin
QLD	Burke
QLD	Carpentaria
QLD	Cassowary Coast
QLD	Central Highlands (Qld)
QLD	Charters Towers
QLD	Cook
QLD	Croydon
QLD	Etheridge
QLD	Flinders (Qld)
QLD	Fraser Coast
QLD	Gladstone
QLD	Goondiwindi
QLD	Gympie
QLD	Hinchinbrook
QLD	Ipswich
QLD	Isaac
QLD	Livingstone
QLD	Mackay
QLD	Maranoa
QLD	Moreton Bay
QLD	Mount Isa
QLD	Noosa
QLD	North Burnett
QLD	Redland
QLD	Rockhampton
QLD	Scenic Rim
QLD	Somerset
QLD	South Burnett
QLD	Southern Downs

State	LGA
QLD	Sunshine Coast
QLD	Tablelands
QLD	Toowoomba
QLD	Torres
QLD	Townsville
QLD	Western Downs
QLD	Whitsunday
WA	Ashburton
WA	Broome
WA	Carnamah
WA	Carnarvon
WA	East Pilbara
WA	Exmouth
WA	Karratha
WA	Mingenew
WA	Moora
WA	Morawa
WA	Perenjori
WA	Port Hedland
WA	Shark Bay
WA	Three Springs

Is your project addressing tropical cyclone risk in more than one LGA?

If yes, provide details of where and how project activities will be delivered across the locations.

E.6. Priority Local Government Area (LGAs) – Flood Risk

Is your project addressing flood risk in one of the Priority LGAs listed in appendix A of the guidelines?

If yes, select the relevant LGA from the list below. If no, proceed to next question.

Table 3 – Flood Risk LGAs

Applications for projects that address flood risks in the selected LGAs identified in the table below will be awarded an additional 20 points.

You can only receive a maximum of 20 additional points per application.

State	LGA
NSW	Albury
NSW	Ballina
NSW	Bayside
NSW	Byron
NSW	Central Coast (NSW)
NSW	Clarence Valley
NSW	Hawkesbury
NSW	Kempsey
NSW	Lake Macquarie
NSW	Liverpool
NSW	Mid-Coast
NSW	Northern Beaches
NSW	Parramatta
NSW	Penrith
NSW	Port Macquarie-Hastings
NSW	Richmond Valley
NSW	Shoalhaven
NSW	Wollongong

State	LGA
NT	Barkly
NT	East Arnhem
NT	Roper Gulf
NT	Victoria Daly
QLD	Brisbane
QLD	Bundaberg
QLD	Cairns
QLD	Cassowary Coast
QLD	Central Highlands (Qld)
QLD	Fraser Coast
QLD	Gold Coast
QLD	Hinchinbrook
QLD	Ipswich
QLD	Mackay
QLD	Moreton Bay
QLD	Rockhampton
QLD	Sunshine Coast
QLD	Toowoomba
QLD	Townsville
QLD	Western Downs
SA	Adelaide Plains
SA	Burnside
SA	Campbelltown (SA)
SA	Charles Sturt
SA	Holdfast Bay
SA	Marion
SA	Norwood Payneham St Peters
SA	Onkaparinga
SA	Playford
SA	Port Adelaide Enfield
SA	Salisbury
SA	Unley
SA	West Torrens
TAS	Break O'Day
TAS	Derwent Valley
WA	Carnarvon
WA	East Pilbara
WA	Moora
WA	Port Hedland

Is your project addressing flood risk in more than one LGA?

If yes, provide details of where and how project activities will be delivered across the locations.

E.7.   Project located outside Priority Local Government Area (LGAs)

Is your project located outside the priority LGAs?

If yes, provide details of where and how project activities will be delivered across the locations.

E.8.   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 the community.

E.9. 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.

For projects over $100,000 you must also provide a project plan which you should attach later in your application.

E.10. 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.11. Project duration

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

Your project must be completed by 31 March 2025

- Estimated project start date
- Estimated project end date

E.12. 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 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.13. 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.

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.14. Project geolocation

A [mapping tool](#) is available to assist you in determining the location of your project. The latitude and longitude must be in numeric format. You must provide a geolocation for each project location identified.

Project site name

Project site address latitude

The latitude must be expressed in numeric format. For example, the latitude of Alice Springs is -23.6980.

Valid latitude ranges are -9.00000 to -44.000000

Project site address longitude

The longitude must be expressed in numeric format. For example, the longitude of Alice Springs is 133.8807.Valid longitude ranges are 112.00000 to 154.000000

E.15. 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.

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 $20,000

If your application is successful, we may ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Equipment/ Materials (purchase or hire)		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Labour		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Labour on costs		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Contract (including expert advice)		$
		2021/22	$
		2022/23	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	$
		2024/25	$
	Workshops / Conferences /Events		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Domestic Travel		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Planning, Environmental or other regulatory approvals		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Staff Training		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Contingency (maximum 10% of eligible project costs)		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Financial auditing of project costs		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
	Other eligible expenditure		$
		2021/22	$
		2022/23	$
		2023/24	$
		2024/25	$
Total project expenditure			

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.

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. You will not be able to submit your budget unless the total project costs equals the contributions plus the grant funding requested.

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.

If your project will receive cash contributions from other sources, you must provide formal documentation confirming the cash contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application.

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 Commonwealth government grants*
- 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 60 per cent against assessment criterion one, two and three, as these represent best value for money. There is a maximum of 120 points.

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 (50 points)

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

Project alignment with policy intent (program objectives/ outcomes)

You must demonstrate how your project:

- will support a community that is at increased risk of bushfire, tropical cyclone and/or flood due to climate change
- reduces the risk or increases the long term resilience of the community against disruption/disaster arising from bushfire, tropical cyclone and/or flood
- aligns with the objectives of the National Disaster Risk Reduction Framework

G.2. Assessment criterion 2 (30 points)

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

You must attach a project plan for projects with a grant amount over $100,000 (refer to 8.1.1 of the grant opportunity guidelines for guidance)

Capacity, capability and resources to deliver the project

You should demonstrate this by:

- proving your track record, and your project partner/s track record (if you have project partners), to successfully manage and deliver similar projects (including project budget and scale)
- outlining your plan for managing the project, including implementation methodology, timeframes, risk management (including mitigation of risks associated with the current COVID-19 pandemic), and maintaining the benefits of your project beyond the program funding

G.3. Assessment criterion 3 (20 points)

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

Community support and broader public benefit

You must demonstrate this by identifying

- evidence of community support for your project
- the broader public benefits that your project will deliver for the region and community, including how the project supports the needs of group(s) within communities who are at greater risk

G.4. Assessment criterion 4 (20 points)

Priority locations

Applications for projects that address the hazard risks in the selected LGAs identified in Appendix A of the grant opportunity guidelines will be awarded an additional 20 points.

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

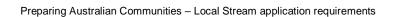### Payment contact

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 documentation

You must attach the following supporting documentation.

▪   Project plan (if applicable)

For projects with a grant amount over $100,000 to support assessment criterion 2. The amount of detail and supporting evidence you provide in your project plan should be relative to the project size, complexity and grant amount requested.

▪   Evidence of how you will provide your share of the project costs (if applicable)

For infrastructure projects with eligible project expenditure over $100,000 only.

If you will be making a cash/in-kind contribution to the project you must use the Accountant Declaration form available on business.gov.au and GrantConnect. If you do not use this template, you must include equivalent information and the declaration in your own document.

If your project will receive cash/in-kind contributions from other sources, you must provide formal documentation confirming the cash/in-kind contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application.

▪   Evidence of incorporated association or not for profit organisation ((if applicable)

If you are applying as an incorporated association or not for profit organisation, you must demonstrate your entity status through one of the following:

▪   *State or territory incorporated association status (e.g. registration number or certificate of incorporation)*

▪   *current Australian Charities and Not for profits Commission's (ACNC) registration*

▪   *constitutional documents and/or Articles of Association that demonstrate the character of the organisation*

▪   *legislation that demonstrates the character of the organisation.*

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

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/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 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.