



Australian Government  
Department of Industry,  
Innovation and Science  
Department of the  
Environment and Energy

**Business**

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**13 28 46**  
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Application Form

# Communities Environment Program 2019-20

Version July 2019

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.

**Do not use this document as your application form. You will need to submit an application using the online application form link received via an invitation email from your local Federal Member for Parliament once the Communities Environment Program 2019-20 is open to applications.**

# Contents

Communities Environment Program 2019-20.....	1
Contents.....	2
About the Communities Environment Program.....	4
Completing this form .....	4
Disclosure of personal and confidential information .....	5
Getting help .....	5
Submitting your application.....	5
A. Eligibility .....	6
A.1. Eligible applications .....	6
A.2. Eligible entities .....	6
A.3. Additional eligibility criteria.....	9
B. Contact details .....	10
B.1. Details of primary contact .....	10
B.2. Contact's relationship to applicant.....	10
B.3. How did you hear about the Communities Environment Program?.....	11
C. Applicant information .....	12
C.1. Joint and Project Sponsor applications .....	12
C.2. Type of applicant.....	13
C.3. Applicant details .....	14
C.4. Trustee and trust details .....	14
C.5. ANZSIC details.....	15
C.6. Address details.....	15
C.7. Website address .....	16
C.8. Project site address .....	16
Site address 1.....	16
Site address 2.....	17
C.9. Project partner details .....	18

D.	Project details and funding .....	18
D.1.	Project title and description.....	18
D.2.	Summary of activities and project outcomes.....	19
D.3.	Project plan .....	21
D.4.	Project duration .....	22
D.5.	Landholder and other relevant approvals .....	22
D.6.	Project budget .....	23
D.7.	Source of funding .....	23
<b>D.8.</b>	<b>Conflicts of interest .....</b>	<b>24</b>
E.	Payee details .....	25
F.	Supporting documents .....	25
F.1.	Attachment 01 – evidence of not for profit status.....	25
F.2.	Attachment 02 – incorporated trustees .....	26
F.3.	Attachment 03 – letters of support from project partners.....	26
G.	Applicant declaration .....	27
G.1.	Privacy and confidentiality provisions.....	27
G.2.	Applicant declaration.....	27

# About the Communities Environment Program

The Communities Environment Program (the program) will run over one year in 2019-20. The program is the Australian Government's 2019 election commitment to support small scale, community-led environment projects that address local environmental priorities in each of the 151 federal electorates across Australia.

The objectives of the program are to:

- deliver positive environmental and social outcomes
- give communities the resources, skills and knowledge to care for the environment.

The intended outcomes of the program are:

- improved management of native species, including threatened species, and their habitat
- improved management of the environment, including coastal, wetland and riparian areas
- reduced levels of threats and risks to the environment, including from the impact of litter/waste, run-off to waterways, feral animals, diseases and weeds
- increased community knowledge of, and participation in, activities that protect and restore environmental assets
- increased community connection with the natural environment in their local area.

The Australian Government has announced a total of \$22.65 million in 2019-20 for the program.

It is important to note that being invited to submit an application by your MP, does not guarantee that your application will be successful.

Success of your application depends on the completeness and eligibility assessment of the department, information you provide, and the availability of grant funds.

## Completing this form

You should read the Communities Environment Program 2019-20 [grant opportunity guidelines](#) before filling out this application.

This application form contains the following:

Part A – Eligibility

- Part B – Contact details
- Part C – Applicant information
- Part D – Project details and funding
- Part E – Merit criteria
- Part F – Supporting documentation
- Part G – Applicant declaration

## Disclosure of personal and confidential information

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in the Communities Environment Program 2019-20 [grant opportunity guidelines](#). Ensure that you have read this document and understand the information contained therein. For further information regarding the Department of Industry, Innovation and Science's (the department's) obligations in accordance with the Privacy Act, refer to the department's [Privacy Policy](#)<sup>1</sup>.

## Getting help

If you require assistance completing this application form or are unable to use the online form you can contact us on 13 28 46 or at [business.gov.au](#). Our website and staff can help you with forms, finding information and services and allow you to provide feedback.

You should also ensure you have read the guidelines and sample grant agreement/s before seeking help. View these documents at [business.gov.au](#).

## Submitting your application

Applications open at 9.00am AEST 12 August 2019 and may be submitted at any time up until 5.00pm AEDT on 10 October 2019. We cannot accept late applications.

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<sup>1</sup> <https://industry.gov.au/Pages/PrivacyPolicy.aspx>

# A. Eligibility

## A.1. Eligible applications

*This section will help you determine whether you are an entity eligible for the Communities Environment Program.*

You are required to answer all questions in this section.

---

Were you invited by your Federal Member of Parliament (MP) to apply?  yes  no

*Only organisations who have received an emailed invitation from their MP are eligible to apply.*

*You can only apply up to the maximum grant amount nominated by your local MP.*

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## A.2. Eligible entities

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*This section will help you determine whether you are an entity eligible for the program. For further information please refer to the [grant opportunity guidelines](#).*

---

Do you have an Australian Business Number (ABN)?  yes  no

*If you do not have an ABN you are not eligible to apply. You may be able to nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application on behalf of your organisation, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth.*

*Refer to section 4.1 of the [grant opportunity guidelines](#), or call 13 28 46 if you need clarification.*

For trustees applying on behalf of a trust, this refers to the ABN of the trust.

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---

Is your organisation:

yes  no

- a local government agency or body?

*A local governing body as defined in the Local Government (Financial Assistance) Act 1995 (Cth).*

For the purposes of the program, additional organisations listed in section 4.1 of the [grant opportunity guidelines](#) are also considered local governing bodies:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in NSW
- The Trust Account in the NT and
- ACT Government.

---

Is your organisation:

yes  no

- an Australian State/Territory Government agency or body that is:
    - a registered school that is a legal entity (with its own unique ABN) and that can enter into a grant agreement in its own right
    - a legal entity applying on behalf of a registered school
    - a legal entity applying on behalf of a Western Australian Land Conservation District Committee
    - a Regional Land Partnerships service provider acting as a project sponsor to enable a community group to undertake their project (see section **Error! Reference source not found.** of the grant opportunity guidelines)
-

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Is your organisation an incorporated not for profit including but not limited to:  yes  no

- community associations, including
  - o Parents and Citizens, Parents and Friends groups and equivalent bodies\*
- non-distributing co-operatives
- companies limited by guarantee
- Indigenous not for profit corporations

*If you are not an incorporated not for profit entity you are not eligible to apply. Unless sponsored by a project sponsor who agrees to apply on your behalf. The project sponsor must meet all of the eligibility criteria and be nominated by your MP.*

*The project sponsor can apply and must:*

- *be nominated by your MP*
- *meet the program's eligibility criteria*
- *be the main driver of the project*
- *submit this application form*
- *if successful, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth*
- *ensure that the grant is spent on the project and in accordance with the agreement.*

You are required to demonstrate your 'not for profit' status through one of the following:

- current Australian Charities and Not-for-profits Commission (ACNC) registration
- state or territory incorporated association status
- constitutional documents or articles of association that demonstrate the 'not for profit' character of the organisation

---

an incorporated trustee applying on behalf of a trust with responsibility for a community property.  yes  no

*Trustees may only apply where the trust has been established to look after a community asset or property.*

---

If you have answered 'yes' to any of the questions above **you are eligible** to apply for the Communities Environment Program.

## A.3. Additional eligibility criteria

This section will help you determine whether you comply with additional eligibility criteria for the program.

Refer to section 5.3 of the program guidelines, or call 13 28 46 if you need clarification

You are required to answer all questions in this section.

---

Does your project meet the program's intended objectives to increase community knowledge, skills and resources to care for the environment and address local environmental priorities; and, deliver positive environmental and social outcomes as described in the [grant opportunity guidelines](#)?  yes  no

---

Will the majority of your grant funding be directed to on-ground activities?  yes  no

*To be eligible your project must direct the majority of grant funding to an on-ground eligible activities. On-ground refers to project activities that monitor, survey, or directly make a change to, the state of the natural biophysical environment, such as:*

- land / soil;
- plants / animals and their habitats; or
- coasts / wetlands / waterways.

Refer to the [grant opportunity guidelines](#) for more information on what may be considered on-ground activities.

---

Are you applying for the project and grant amount as agreed to and nominated by your MP?  yes  no

---

Does your project have between \$2,500 and \$20,000 in eligible expenditure?  yes  no

---

Do you have a plan for how you will carry out the project and complete by 31 December 2020?  yes  no

---

If you answered 'yes' to all of the questions above you are eligible to apply for this program.

For further information regarding eligibility requirements refer to the Communities Environment Program [grant opportunity guidelines](#).

## B. Contact details

### B.1. Details of primary contact

*Person authorised to act on behalf of the applicant.*

*The fields below are mandatory except for title.*

Provide details of the primary contact.

Title	
Given name	
Family name	
Position title	
Phone number	
Mobile number	
Email address	

Provide the postal address of the primary contact

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

### B.2. Contact's relationship to applicant

*The primary contact must be authorised to act on behalf of the applicant.*

Is the primary contact:

yes  no

- an employee of applicant organisation? or
- a volunteer for the applicant organisation?

yes  no

If you answered 'yes' go the next question. If you answered 'no' complete the following table.

---

What is the relationship of the primary contact to the applicant?

---

Name of primary contact's employer

---

Australian Business Number (ABN) of primary contact's employer

---

Provide a contact for the applicant organisation

---

Title

---

Given name

---

Family name

---

Position title

---

Phone number

---

Mobile number

---

Email address

---

### B.3. How did you hear about the Communities Environment Program?

--- Please select ---

If Other, please specify:

# C. Applicant information

## C.1. Joint and Project Sponsor applications

*Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. Joint applications refer to organisations that may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The lead applicant will need to be nominated by your MP. The application should identify all other members of the proposed group and include a letter of support from each of the project partners.*

*If you are a lead applicant applying on behalf of another organisation you are a project sponsor and the application is not a joint application. Answer 'no' to this question.*

---

Is this a joint application?  yes  no

---

If you answered 'yes' to this question the lead applicant must complete this form. If you are unsure whether your application should be a joint application contact us on 13 28 46 or at [business.gov.au](http://business.gov.au)

---

Are you a project sponsor applying on behalf of another organisation?  yes  no

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*If you are an organisation that may not be able to incorporate, such as Landcare, Coastcare or Bushcare groups or equivalent bodies (excluding individuals and partnerships), you may nominate a project sponsor to apply on your behalf. Your project sponsor will need to meet all of the eligibility criteria and be nominated by your MP. The project sponsor will need to submit the application, enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth. Project sponsors must enter their details in the "applicant details section".*

*Project sponsors may act as a sponsor for more than one project, provided they have capacity to support delivery of the applicant group(s) projects within the project period.*

*Please note, individuals and partnerships cannot be sponsored under this program.*

If you answered 'yes' to this question please provide details about the organisation you are applying on behalf of.

---

Australian Business Number (ABN)

Organisation name

Organisation Address

Entity type

Contact name

Phone number

---

## C.2. Type of applicant

*In this section you must indicate your entity type.*

*All entities must have an ABN.*

Select your entity type

- a local government agency or body
- an Australian State/Territory Government agency or body
- an incorporated not for profit organisation

Choose your relevant entity type below:

- incorporated association
  - non-distributing co-operative
  - public company limited by guarantee
  - indigenous not for profit corporation
  - other organisation incorporated under legislation
- 

If you selected not for profit, how will you demonstrate your not-for-profit status?

- state or territory incorporated association status
- current Australian Charities and Not-for-profits Commission (ACNC) registration
- constitutional documents that demonstrate the not for profit status
- other evidence such as legislation that demonstrate the not for profit status

*Where you select other evidence you must attach this evidence in the form.*

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an incorporated trustee on behalf of a trust with, responsibility for a community asset or property

*You must provide a copy of your current trust deed and evidence that your property trust is responsible for the community asset or property that is the subject of this application.*

---

### C.3. Applicant details

*If you are applying as a trustee on behalf of a trust leave this question blank and go to the next question.*

---

Australian Business Number (ABN)

---

Australian Company Number (ACN)

*If applicable*

---

Entity name

*The entity name refers to the legal/ registered name that appears on official business documents. The entity name may be different from the business name.*

---

Business/ trading name

*Your organisation may have one or more registered business names. Provide any relevant business or trading names here.*

---

GST registered?

yes  no

---

### C.4. Trustee and trust details

---

Australian Business Number (ABN) of the trustee

*(if different to trust, otherwise leave blank)*

---

Australian Company Number (ACN) of the trustee

---

Entity name of the trustee

*The entity name refers to the legal/ registered name that appears on official business documents. The entity name may be different from the business name.*

---

Australian Business Number (ABN) of the trust

---

Entity name of the trust

---

---

Business/ trading name

*Your organisation may have one or more registered business names. Provide any relevant business or trading names here.*

---

Is the trust GST registered?

yes  no

---

*Trustees of property trusts may only apply where the trustee is an incorporated trustee on behalf of a trust with responsibility for a community or property.*

*You must provide evidence that your trust is responsible for the community asset or property that is the subject of this application. The evidence can be in the form of a letter on the relevant trust's letter head or a statutory declaration from the relevant trust.*

## C.5. ANZSIC details

---

What is your organisation's main revenue earning activity under the Australian and New Zealand Standard Industrial Classification (ANZSIC)?

*The ANZSIC codes and titles are available from the [Australian Bureau of Statistics \(ABS\) website](#).  
Phone 13 28 46 if you require assistance.*

---

## C.6. Address details

Provide your **organisation's registered street address** *(Not a Post Office Box)*

---

Address

---

Suburb/ town

---

State/ territory

---

Postcode

---

Provide your **organisation's postal address**.

Same as your street address, go to next section.

Different to your street address, provide details below.

Address	
Suburb/ town	
State/ territory	
Postcode	
Country	Australia

## C.7. Website address

Provide your organisation's website address or social media platform if you have one.

---

---

## C.8. Project site address

Will your project's activities occur solely at the above listed street address?  yes  no

If you answered 'yes' go to the next question. If you answered 'no' complete the following table.

*A project site address must be a street address not a postal address (closest street address to your project site if the site doesn't have a physical street address). Your project must be located in your MP's electorate. You may undertake your project at more than one site within your MP's electorate. If you are undertaking on-ground works on a property, monitoring/surveying a species, or addressing other environmental issues that partly cross over into an adjoining electorate and requires works to be undertaken in that electorate to achieve satisfactory environmental outcomes, you must undertake the majority of work in your MP's electorate.*

**Site address 1** – This is where the majority of on-ground eligible project activities will occur.

Address	
Suburb/ town	

State/ territory		
Postcode		
Country	Australia	
Co-ordinates	Latitude	Longitude

## Site address 2

Address		
Suburb/ town		
State/ territory		
Postcode		
Country	Australia	
Co-ordinates	Latitude	Longitude

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.

## C.9. Project partner details

If in the first question of this section you answered 'yes' to the question relating to joint applications you are required to provide details of the joint project partner organisations in the following table

No	Australian Business Number	Australian Company Number	Organisation name
1			
2			
3			

You must attach a letter of support from each of the project partners involved in the project.

*The letter of support must include:*

- *details of the partner organisation*
- *an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the project*
- *the roles/ responsibilities the partner organisation will undertake, and the resources it will contribute (if any)*
- *details of a nominated management level contact officer*

## D. Project details and funding

### D.1. Project title and description

If your application is successful, some project details will be published on the Department of Environment and Energy website/[GrantConnect](#). Published project details include:

- *name of the applicant*
- *a project title*
- *a brief project description and its intended outcomes*
- *amount of funding awarded.*

Please note: You will be required to provide before and after photographic evidence of the project site with the final report (where relevant).

Provide a project title.

*[Example project title: Eradication and management of invasive weeds at Cityville Reserve*

---

70 character limit (including spaces)

Provide a brief project description for publication.

*Ensure your project description focuses on the environmental issue and environmental asset you will address, what outcome(s) you will achieve, and the main activities/actions you will use to achieve the outcome(s).*

*Example project description: The project will reduce the threat of habitat degradation, fragmentation and loss to the critically endangered Regent Honeyeater (*Anthochaera phrygia*) by creating/enhancing 4 ha of priority habitat at Cityville Reserve to support recovery of the species. The Friends of the Cityville Reserve volunteers will undertake chemical and mechanical weed control and trap noisy miners to reduce their impact on the Honeyeater's habitat and breeding success. Three community planting days will plant 3,500 mixed box and ironbark eucalypts (as well as understory plants) to enhance habitat condition and connectivity and to improve available food sources.*

---

750 character limit (including spaces)

## **D.2. Summary of activities and project outcomes**

Provide a summary of your project, including the key activities and how they address local environmental priorities.

*Example summary of activities and outcomes: The project will: clear dense pockets of blackberry over 2 ha, and then revegetate it and another 2 ha (total 4 ha) with 3,500 mixed box and ironbark species suitable for Honeyeater habitat plus understorey plants. Three community planting days involving 100 people will be undertaken during autumn planting season and be promoted through the group's website, 2 newsletters, 500 copies of a flyer and local radio. Plant health and survival will be regularly monitored to ensure successful establishment. Excessive Miner birds will be trapped using traps made by local bushcarers to reduce their impact on the Honeyeater's breeding. Numbers removed will be counted and be humanely disposed of. Honeyeater breeding success will be monitored by volunteers near the end of the project and compared with previous surveys. Community participants and volunteers will be assigned different areas of the Reserve to plant and/or manage to encourage a sense of ownership of the Reserve, foster care for the Regent Honeyeater, and promote a sense of pride to keep it well maintained. The project will improve community knowledge and skills that will enable future expansion of project works; improved extent and condition of important remnant habitat; improved corridor linkages and support for the Regent Honeyeater and many native species; and increased community connection to their local environment and involvement in recovery actions.*

*This information will not be published.*

2000 character limit (including spaces)

In the table below, Indicate which type of activities are included in your project. You may choose more than one.

Activity	
<p><b>Citizen science activities</b></p> <p><i>Citizen science activities that encourage people to collect and contribute information about their local environment, such as monitoring local flora, fauna, water quality and marine debris</i></p>	<input type="checkbox"/>
<p><b>Protect or enhance the natural environment and/or support recovery of native species/communities</b></p> <p><i>This includes:</i></p> <ul style="list-style-type: none"> <li>▪ <i>actions identified in recovery plans or conservation advices for threatened species</i></li> <li>▪ <i>collection and propagation of seed from native species</i></li> <li>▪ <i>revegetation using locally appropriate native species (e.g. to increase suitable habitat and available food sources for native animals, to increase biodiversity or provide bio-linkages to reduce the impact of climate change)</i></li> <li>▪ <i>removal of barriers to species traversing landscapes and waterways (e.g. fish ladders)</i></li> <li>▪ <i>habitat support for species (e.g. provision of nesting boxes or artificial burrows)</i></li> </ul>	<input type="checkbox"/>
<p><b>Reducing threats and risks to the natural environment</b></p> <p><i>This includes:</i></p> <ul style="list-style-type: none"> <li>▪ <i>managing invasive weeds, pest animals or diseases (e.g. construction of wash-down stations)</i></li> <li>▪ <i>fencing to support environmental protection and/or restoration (e.g. control access to sensitive sites, remnant vegetation or revegetation sites)</i></li> <li>▪ <i>management of access to sensitive areas, including installation of infrastructure, such as boardwalks and sand ladders</i></li> <li>▪ <i>managing erosion (e.g. to reduce impacts on environmentally sensitive areas/waterways and/or to directly improve the ecological condition of a site)</i></li> <li>▪ <i>reducing sediment, contaminant and nutrient run-off to waterways.</i></li> </ul>	<input type="checkbox"/>

Activity	
<p><b>Reduce the impact of waste and litter</b></p> <p><i>Activities that reduce the impact of waste and litter, such as litter clean-up events (including marine debris collection), and litter management infrastructure</i></p>	<input type="checkbox"/>
<p><b>Encourage re-use and recycling</b></p> <p><i>Activities that encourage re-use and recycling, such as new or enhanced recycling drop-off facilities, and community-based initiatives to repair, share, re-use or recycle products</i></p>	
<p><b>Improve carbon sequestration</b></p> <p><i>Activities that improve carbon sequestration (e.g. improved ground cover)</i></p>	<input type="checkbox"/>
<p><b>Educational activities that build community knowledge</b></p> <p><i>Educational activities that build community knowledge about their local environment and how the community can conserve, protect, monitor, and/or manage it sustainably.</i></p>	<input type="checkbox"/>

### D.3. Project plan

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

- who is accountable
- a list of resources
- identification of any constraints

*Example project plan:*

*Formal approval has been obtained from the Cityville Reserve Trust to enter the grounds and carry out the work. An experienced project manager will be appointed to co-ordinate the project and the volunteers. The group's volunteers will be organised into workgroups and a timetable will be developed for all projects works and will cater for interruptions from adverse weather. The project manager will provide all training in weed identification/removal, native tree planting, bird and plant monitoring, trapping/disposal of Miner birds, and use appropriate personal protective equipment. Group volunteers will be trained in planting of native species in preparation to lead the community planting days. Plants will be sourced from a local landcare community nursery and Greening Australia. Council will provide in-kind some understorey plants and mulch to support habitat structure and establishment. Safety training will be provided to all planting day participants before they enter the reserve and will ensure they are wearing protective clothing and observe all safe work practices. The project will use equipment from the Cityville Reserve Trust and purchase some small items of equipment to carry out the weed control and planting which will be kept at the Trust's storage facility and also be used post project to maintain the plantings. Progress will be monitored and recorded by the project manager. The Reserve Trust will verify final completion. Agreement will be reached between the Reserve Trust and volunteers to an ongoing maintenance schedule.*

---

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2000 character limit (including spaces)

## D.4. Project duration

---

Project start date

Project end date

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*Your project start date cannot be before the date of your application submission. Your project end date must be the expected date your project activities will be completed and should allow sufficient time for unexpected delays to your project. You should factor in additional time for obtaining approvals, contracting tradespeople and specialists/experts, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time. You must complete your project no later than 31 December 2020. Refer to section 3.2 of the [grant opportunity guidelines](#).*

## D.5. Landholder and other relevant approvals

Will your project require landholder permission, development approval, licences/permits or other approvals?

*You must be aware of and ensure you obtain, any necessary statutory approvals. Where statutory approvals are required for your project you must maintain records of the approvals.*

You must have, or be able to obtain during the project, all relevant and required permissions, approvals, licences, and/or permits required to undertake the project within the project period. For example, the support of the relevant site owner(s) where works are proposed, approvals for any structures to be erected, and permits related to undertaking burns or threatened species related interventions.

yes     no

## D.6. Project budget

Complete the fields below to show how you will fund the eligible project costs.

*Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When determining your eligible project cost over the life of the project you will need to take into consideration your GST status.*

*When calculating the total project cost:*

- *if you are registered for GST, you should remove the GST components of the project costs and provide the GST exclusive amount, and if you are registered for GST, where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice*
- *if you are not registered for GST you should provide the cost of your project including the GST components. (GST inclusive).*

*GST does not apply to grant payments to government related entities. If you are a government related entity, you should provide a GST exclusive amount.*

Suppliers, consultants, contracted and volunteer labour (A\$)	\$
Materials	\$
Assets and equipment	\$
Administration	\$
<b>Total eligible project expenditure (A\$)</b>	<b>(minimum \$2,500) \$</b>

## D.7. Source of funding

Complete the fields below to show how you will fund the eligible project costs.

*Note, the minimum grant amount under the Communities Environment Program is \$2,500 and the maximum grant amount is \$20,000. When calculating the total project cost, if you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount.*

*We cannot fund your project if it receives funding from another Commonwealth, State, Territory or local government grant. You can apply for a grant for your project under more*

than one government program, but if your application is successful, you must choose either the Communities Environment Program grant or the other government grant.

a. Your contribution including cash and in-kind (equipment, materials or labour) (A\$) if relevant	\$
b. Other non-government contributions (including from project partners) (A\$) if relevant	\$
c. Communities Environment Program grant amount (A\$) (grant being sought)	\$
<b>d.Total eligible project expenditure (A\$)</b>	<b>(minimum \$2,500) \$</b>

## D.8. Conflicts of interest

Do you have any perceived or existing conflicts of interest to declare?  yes  no

*Refer to the Communities Environment Program guidelines at 13.1 for further information on your conflict of interest responsibilities.*

If yes, describe the perceived or existing conflict/s of interest and how you anticipate managing them.

750 character limit (including spaces)

## E. Payee details

If your application is successful we will transfer grant funds directly into your bank account. Provide your relevant bank account details here. To avoid payment delays please ensure your bank account details are correct.

---

Name of banking institution

---

Account name

---

BSB

---

Account number

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## F. Supporting documents

*You should note any supporting documentation that you attach to the application here. You should only attach documents you have referred to in your application.*

*The following restrictions apply to attachments:*

*total size of all attachments and this application form should not exceed 20MB*

*file size of each attachment cannot exceed 2MB*

*only files with the following file type extension can be uploaded (.pdf, .rtf, .doc, .docx, .xls, .xlsx)*

*For assistance with any technical issues experienced while completing this application form or attaching documents phone 13 28 46. Our staff can help you.*

### F.1. Attachment 01 – evidence of not for profit status

*This is only for applicants where an incorporated trustee is applying on behalf of a trust, but is mandatory for those applicants.*

Part of application form	Type of attachments	Attached?
Part C2 – type of applicant	A copy of the evidence such as constitutional documents or articles of association.	<input type="checkbox"/> yes

## F.2. Attachment 02 – incorporated trustees

*This is only for applicants where an incorporated trustee is applying on behalf of a trust, but is mandatory for those applicants.*

Part of application form	Type of attachments	Attached?
Part C4 - trustee and trust details	A copy of the trust documents showing the relationship of the incorporated trustee to the trust responsible for a community asset	<input type="checkbox"/> yes

## F.3. Attachment 03 – letters of support from project partners

*This is only for joint applications, but is mandatory for those applications.*

Part of application form	Type of attachments	Attached?
<b>Part C11 –project partner details</b>	For joint applications, letters of support from project partners as outlined in the <a href="#">guidelines</a>	<input type="checkbox"/> yes

# G. Applicant declaration

## G.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the department will use the information I provide in accordance with the following

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Communities Environment 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:

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

## G.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 will not receive funding from other Commonwealth, State, Territory or local government grants. I note that I can apply for a grant for the proposed project under more than one government program however if my application is successful I must choose either the Communities Environment Program or the other government grant.

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

I declare that I have consent from the relevant site owner(s) to undertake the proposed project outlined in this application.

I declare I will obtain all relevant and required permission, approvals, licenses and/or permits required to undertake the project outlined in this application.

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 majority (that is, greater than 50%) of on-ground works will be undertaken in my Member of Parliament's electorate.

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 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 I am responsible for ensuring that I have 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 the Communities Environment Program, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. I am 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 Standard and Commonwealth Fraud Control Framework and for management purposes and/or terminating any grant agreement between the Commonwealth and the recipient including recovering funds already paid.

I acknowledge that this application comprises an offer to enter into a legally binding agreement with the Commonwealth. If this application is successful, the Commonwealth may accept this offer by sending me a letter of approval with annexed Grant Terms and

Conditions a copy of which is available on [business.gov.au](http://business.gov.au). On receipt of this letter, I will immediately be bound by a legally binding agreement comprising:

- this application
- the Communities Environment Program [grant opportunity guidelines](#) in place at the time I submitted the application form
- the letter and annexed Grant Terms and Conditions.

I acknowledge that the Commonwealth may at their absolute discretion, unilaterally extend the project end date, the final report due date and the Agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the Agreement despite clause 15.2 of the grant terms and conditions.

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.

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By checking this box I agree to all of the above declarations and confirm all of the above statements to be true

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