



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

Business

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Sample application form

Bushfire Recovery for Wildlife and Habitat Community Grants Program

Version - October 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 application form 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. A trustee must be incorporated.

Trust details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

Your business may have registered one or more business names. If you operate under a business name, you must provide the alternative name.

- Date of registration of ABN of the trust
- GST registration status

Trustee details

We require the following details.

When you have entered your ABN, the form should populate some details for you.

Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

A.1. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

When you have entered your ABN, the form should populate some details for you.

- Australian Business Number (ABN)
- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.

- Date of registration of ABN
- GST registration status
- Charity status
- Not for profit status

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

A.2. Program selection

You must select from a drop-down menu the program that you are applying for.

- Field 1 select - Bushfire Recovery for Wildlife and Habitat Community Grants Program

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

This grant opportunity will run over two years from 2020-21 to 2021-22

The program is part of the Australian Government's \$200 million investment in bushfire recovery for native plants, animals, ecological communities and natural assets.

The objectives of the program are to encourage recovery efforts in areas affected by the 2019-20 bushfires by:

- supporting local priorities for recovery of native flora and fauna
- involving local communities, community groups and Traditional Owners, in delivering bushfire recovery activities for native flora and fauna.

The maximum grant amount is \$150,000 and the minimum is \$5,000.

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 AEDT 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 Bushfire Recovery for Wildlife and Habitat Community grant opportunity.

Questions marked with an asterisk are mandatory.

- *Select which type of entity your organisation is. **
 - an incorporated and not for profit organisation including but not limited to:
 - community associations including community and environment groups
 - non-distributing co-operatives
 - companies limited by guarantee
 - Traditional Owners, Indigenous Organisations or an Indigenous Enterprise, evidenced through providing an Indigenous Corporations Number (ICN). If you don't have an ICN, you may provide a statutory declaration stating that your organisation is at least 51 per cent owned or controlled by Indigenous persons
 - an incorporated trustee on behalf of a trust with responsibility for a community property, crown land, or other land managed on behalf of the public
 - a Regional Land Partnerships service provider¹ acting as a project lead in a joint application to enable an individual, partnership or community group to undertake their project
 - a local governing body as defined by the *Local Government (Financial Assistance) Act 1995*
 - Not one of the above entities

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

- Will your project directly benefit native flora and fauna impacted by the 2019-20 bushfires?

You must answer yes to proceed to next question.

- Does your project have at least \$5,000 in eligible expenditure?

You must answer yes to proceed to next question.

- Does your project involve local communities and/or community organisations and/or Indigenous groups/Traditional Owners in engagement and/or delivery activities?

You must answer yes to proceed to next question

- Can you demonstrate consultation, coordination or cooperation with an appropriately qualified entity (e.g. State Government, Natural Resource Management Organisation) or person to ensure that the proposed project and activities are suitable for the location?

You must answer yes to proceed to next question

- Will your project be delivered within or adjacent to an area that has been affected by the 2019-20 bushfires in the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria or Western Australia as per section 5.2 of the grant opportunity guidelines?

You must answer yes to proceed to next question

¹ Regional Land Partnerships service providers were successful under the Regional Land Partnerships Tender process and are currently delivering the Regional Land Partnerships Program

- Can you certify that your proposed project does not duplicate other government-funded activities that are already underway in the location you are proposing to undertake activities?

You must answer yes to proceed to next question.

- Can you certify that you do not have any overdue reports, acquittals or debts associated with previous or current Australian Government funding?

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 start no earlier than 1 February 2021

Your project must be completed by 1 April 2022

- 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. The minimum project period is one month and the maximum project period is 12 months.

E.5. Project milestones

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. You can add up to 5 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.
 - Save your application form prior to completing the mapping tool to avoid losing your content
 - Be as accurate as you can and focus on the area(s) of on-ground activity
 - Your map polygon(s) 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.

Have you completed the mapping tool?

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

Provide the mapping tool URL.

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

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 \$5,000.

Contingency costs are limited to 10 per cent of your total eligible expenditure. Administrative support and overheads additional to the normal day to day running costs of the organisation are limited to 10 per cent of your total eligible expenditure. Costs related to reporting on project progress and outcomes are limited to 5 per cent of the grant.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Administrative support and overheads		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Contract		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Travel		\$
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
	Purchase (or hire) of equipment and supplies		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		20xx/xx	\$
		20xx/xx	\$
		20xx/xx	\$
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 further details 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

- *Your contribution*
- *Other non-government contribution*
- Value of contribution
- Date due of contribution
- Description

You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.

Where you are receiving other government funding you will need to provide details.

G. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

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

G.1. Assessment criterion 1 (50 points)

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

How your project will help the recovery of bushfire-affected native flora and fauna (weighting 50%)

You should demonstrate this by describing your project and provide information that demonstrates:

- a. the locations where your project activities will take place (in relation to the 2019-20 bushfire-affected areas)
- b. the benefits provided by your project activities and how these benefits will be maintained into the future
- c. the extent to which the grant activity involves local communities or community organisations including strong Indigenous partnerships and Traditional Owner engagement
- d. where you are expanding an existing project 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

G.2. Assessment criterion 2 (50 points)

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

Capacity, capability and resources to deliver the project (weighting 50%).

You should demonstrate this by describing:

- a. your access to personnel with the knowledge, skills and experience in delivering your project activities
- b. your plan to manage the project, including a sound budget, risk management and governance arrangements (*you will be required to attach a project plan to your application*)
- c. your readiness to commence the project with appropriate insurance, relevant approvals in place or ability to have them in place prior to commencement and allowing for restrictions arising from COVID-19 or bushfire measures
- d. how you will monitor and measure the success of your project

H. Project partners

You must provide details about your project partners.

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. 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.

Enter your ICN number.

If you do not have an ICN, you should provide a statutory declaration stating that your organisation is at least 51 per cent owned or controlled by Indigenous persons later in this form.

I.4. Supporting documentation

You must attach the following supporting documentation.

- Project Plan *

You must attach a Project Plan to your application which outlines how you plan to manage the project, including a sound budget, risk management and governance arrangements.

- Evidence of an incorporation and not for profit status (where applicable)

Where you have indicated your entity type is an incorporated and not for profit organisation you must provide evidence such as a screen shot(s) from the [Australian Business Register](#) and/or [Australian Charities and Not-for-profits Commission](#) and/or from a state based incorporation associations register (where they exist) including NSW Fair Trading [incorporated associations register](#), Consumer Affairs Victoria [incorporated associations register](#), Queensland Government [incorporated associations register](#) or Access Canberra [incorporated associations register](#). If your entity is incorporated through specific legislation this should be provided or constitutional documents that demonstrate the not for profit character of the organisation.

- Indigenous Organisation (where applicable)

Where you have indicated your entity type is an Indigenous Organisation (Traditional Owners, Indigenous Organisations or an Indigenous Enterprise), please provide your Indigenous Corporations Number (ICN) which can be obtained from [Office of the Registrar of Indigenous Corporations](#) public register.

- Trust deed (where applicable)

Where you have indicated your entity type is a trustee applying on behalf of a trust, you must provide a trust deed to show the relationship of the incorporated trustee to the trust. The entire signed and dated trust deed must be provided.

- Regional Land Partnership (where applicable)

Where you have indicated you are a [Regional Land Partnership](#) acting as a project lead please provide evidence that you have been approved as a service provider.

- Consent from property owner and/or property manager (where applicable)

Where the proposed project site/s are not owned or managed by you, written consent is required from the property owner and/or property manager that allows for the implementation of the proposed project on each project site.

I.5. 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](#)).

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](#)
- Bushfire Recovery for Wildlife and Habitat Community Grant 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 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 enter into an agreement with the Commonwealth on behalf of the applicant.

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.