



CARING
FOR
OUR
COUNTRY

2012-13

Community Action Grants

Applicant guidelines and how to apply

Grants from \$5000 to \$20 000 to help local community groups take action to conserve and protect their natural environment.

Online applications close at 5pm AEDT* Tuesday 27 March 2012.

Electronic applications are preferred. If you are unable to submit your application online, you can submit a hard copy application.

Hard copy applications must be postmarked by Tuesday 27 March 2012.

Projects must be completed by 30 June 2013.

LATE APPLICATIONS MAY NOT BE ACCEPTED

For further information, please visit the Caring for our Country website at www.nrm.gov.au or call the Caring for our Country hotline on **1800 552 008**.

* Australian Eastern Daylight Savings Time

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Section 1 - Applicant guidelines

PART 1 – Community Action Grants overview

1.1 About Community Action Grants

Community Action Grants are part of the Australian Government's Caring for our Country program. Grants of \$5000 to \$20 000 (GST exclusive) are available to help local community groups that are contributing to the achievement of Caring for our Country's priority areas, by taking action to conserve and protect their natural environment.

Community Action Grants directly contribute to Caring for our Country by:

- Supporting and encouraging community engagement and participation
- Increasing the recruitment and retention of volunteers in urban and regional community organisations involved in managing natural resources and helping protect the environment.

2012-13 is the final year of funding in the first phase of Caring for our Country. Successful projects will likely receive funding in July 2012 and projects must be completed by 30 June 2013. Please note that this 12 month period is shorter than previous rounds of Community Action Grants.

1.2 Who can apply?

Caring for our Country Community Action Grants are targeted towards established local community groups that have successfully delivered projects to support sustainable farming or protect and enhance the natural environment.

Local community groups include but are not limited to:

- Landcare
- Coastcare
- Friends-of organisations and other local community-based groups
- Established and emerging Indigenous groups
- Local scout groups
- Parents and citizens groups on behalf of public and private schools
- Local surf clubs
- Rotary and Lions groups

The state or peak bodies of these organisations are *not* eligible as a community group but can sponsor a local group. For example, Scouts Australia is not eligible to apply as a community group but could sponsor a local scout group.

To be eligible, community groups must be able to demonstrate that they have successfully delivered projects to support sustainable farming or protect the natural environment.

Groups working across all geographic areas and land tenures are encouraged to apply. You should check the eligibility criteria (Part 2) before applying to ensure your group and project is eligible for funding.

Note: Only one application can be submitted for each community group.

1.3 Project activities funded

Through Community Action Grants, community groups are able to undertake projects that align to the Caring for our Country priority area of community skills, knowledge and engagement and one of the following three priority areas:

- biodiversity and natural icons
- coastal environments and critical aquatic habitats, or
- sustainable farm practices.

Groups are encouraged to seek funding for capacity building and planning activities such as developing natural resource management plans, land and sea country plans (Indigenous groups only) or training in sustainable agriculture practices to encourage their local community to participate in protecting our environment and natural resources (for further information refer to Table 1: What is an eligible project).

PART 2 – Eligibility

2.1 Which groups are eligible to apply?

To be **eligible**, a group must meet **all** of the following criteria:

1. The group must have either:
 - voting and/or financial membership of at least five individuals, or
 - in the case of a trust, demonstrated community support including information about the level of volunteer involvement (at least five volunteers).
2. The group must have been in existence for at least 12 months before the application closing date of 27 March 2012. Indigenous groups are exempt from this eligibility requirement.
3. The group must be able to demonstrate that they are successfully delivering projects that are:
 - protecting and/or enhancing the natural environment, or
 - practicing and/or promoting sustainable farming and/or land management.
4. The group must be a legal entity including:
 - an incorporated association
 - a body corporate
 - a company
 - a cooperative society
 - an Aboriginal or Torres Strait Islander corporation, council or incorporated association
 - a duly constituted trust.

Community groups that are not legal entities must be sponsored by a legal entity who can apply on their behalf. The sponsor is legally responsible for meeting the contractual obligations of the grant. You should only seek a sponsor if your group is not a legal entity. An organisation may sponsor more than one community group but must submit a separate application for each group.

The following organisations are **not** eligible to apply for Community Action Grants other than as a sponsor:

- regional natural resource management organisations identified at **www.nrm.gov.au**
- peak bodies, defined as groups that represent their members and have a charter of advancing their members in terms of development, research, processes and advocacy
- groups with a national or state/territory focus and/or umbrella bodies
- all levels of government (Commonwealth, state/territory and local)
- organisations currently directly operating under state legislation, such as livestock health and pest authorities, and committees of management for crown land reserves.

The above organisations are encouraged to support or sponsor an eligible community group, including where applicable any eligible groups that fall under their organisation.

The following are **not** eligible to apply for or sponsor a Community Action Grants project:

- individuals
- organisations and community groups that have at the application closing date any overdue reports or acquittals for previous Australian Government natural resource management funding, including grants under Caring for our Country, the Natural Heritage Trust, Envirofund, National Action Plan for Salinity and Water Quality and the National Landcare Program.

2.2 What is an eligible project?

To be eligible, a project must meet all of the following criteria:

- Grants must be between \$5000 and \$20 000 (GST exclusive)
- Scheduled to start from 1 July 2012 and be completed by 30 June 2013
- Funding can only be used for eligible items as outlined in Table 2: Eligible activities, items and conditions, on page 7
- Project activities must align with the Caring for our Country national priority area, community skills, knowledge and engagement and one of the following three priority areas:
 - biodiversity and natural icons
 - coastal environments and critical aquatic habitats
 - sustainable farm practices.

Projects should be developed in line with at least one of the Caring for our Country five-year outcomes which are outlined in *Caring for our Country Outcomes 2008–2013*. Go to **<http://nrmonline.nrm.gov.au/catalog/mql:1887>** or call the Caring for our Country hotline **1800 552 008** for more information.

Assessment of proposals will take into account the extent to which project activities are consistent with these five-year outcomes.

Some examples of the types of eligible Community Action Grant projects are provided in Table 1: What is an eligible project? on page 6. A list of eligible budget activities and items is provided at Table 2: Eligible activities, items and conditions on page 7.

Table 1: What is an eligible project?

Caring for our Country five-year outcomes	Example projects relating to five-year outcomes	Example project activities targeting five-year outcomes
Community skills, Knowledge and Engagement	<ul style="list-style-type: none"> Increasing the opportunity to undertake community skills, knowledge and engagement activities in the natural resource management context. 	<ul style="list-style-type: none"> educational workshops on sustainable farming practices and sustainable natural resource management practices developing natural resource management plans traditional ecological knowledge projects developing Indigenous land and sea country management plans community awareness raising activities
Biodiversity and natural icons	<ul style="list-style-type: none"> Increasing the extent, condition, connectivity and resilience of native habitat. Reduce the impact of invasive species, particularly, vertebrate pests and Weeds of National Significance (WoNS). 	<ul style="list-style-type: none"> planting biodiversity corridors protecting remnant vegetation creating buffer zones around reserves improving habitat for threatened species revegetating riparian zones pest animal and weed control activities to protect native wildlife and plant communities (e.g. fencing, spraying, manual removal, baiting)
Coastal environments and critical aquatic habitats	<ul style="list-style-type: none"> Protecting the values of Ramsar-listed wetlands and other priority high ecological value aquatic ecosystems (HEVAEs). Improving water quality in priority coastal hotspots. Engaging the community in the rehabilitation, restoration and conservation of coastal ecosystems. 	<ul style="list-style-type: none"> managing weeds and improving habitat fencing to protect aquatic ecosystems and establishing off-stream watering points for stock managing fertiliser and chemical use in adjacent areas managing erosion and addressing pollution sources rehabilitating dunes developing and implementing Indigenous land and sea country management plans constructing boardwalks and passageways to protect sensitive environments
Sustainable farm practices	<ul style="list-style-type: none"> Increasing the uptake of sustainable farm and land management practices. Increasing the number of farmers adopting activities that contribute to ongoing conservation and protection of biodiversity. 	<ul style="list-style-type: none"> undertaking workshops and field days to assist farmers achieve sustainable farm management outcomes such as the reduction of soil erosion demonstration projects and other awareness raising activities to encourage adoption of new practices or build skills in sustainable agriculture fencing stock from sensitive environments developing cross-property plans incorporating the protection of biodiversity.

2.3 What are the eligible budget activities and items?

Grants are between \$5000 and \$20 000 (GST exclusive). Grants are subject to taxation and no special arrangements will apply.

Funding can only be used as outlined in Table 2: Eligible activities, items and conditions on page 7. Please note that funds cannot be used to purchase land or major capital items. A definition of major capital items is provided at Part 2.4.

To be eligible, activities need to demonstrate they are good value for money and provide reasonable outcomes for the funding.

Table 2: Eligible activities, items and conditions

Eligible activities	Eligible items to be specified in budget	Conditions
Invasive species control	<ul style="list-style-type: none"> materials (i.e. physical, chemical and biological controls, including delivery) equipment hire (if necessary) labour (specialist consultants or contractors) 	<ul style="list-style-type: none"> Invasive species control needs to show a public benefit, such as reducing impacts on biodiversity or protecting the values of wetlands. Funds cannot be used to undertake invasive species control where the primary benefit will be for agricultural production purposes.
Fencing	<ul style="list-style-type: none"> materials (e.g. posts, wire including delivery costs) equipment hire (if necessary) labour (including contractors, clearing fence-lines and erecting fencing) 	<ul style="list-style-type: none"> Fencing costs will be funded only where it provides high environmental benefits, for example the protection of a sensitive riparian area, remnant native vegetation, critical habitat areas or as a means to reduce soil erosion. Funds cannot be used for standard boundary fencing, for replacing existing fencing, or fencing for paddock subdivision (except where it is used to create a demonstration site or to control soil erosion). The type and quality of fencing proposed should reflect the issue being addressed.
Educational activities and raising community awareness Investigations, trials, workshops, field days, website development, demonstrations of techniques, community monitoring, surveys and other awareness-raising activities to assist groups to adopt new ideas or build skills in sustainable agriculture and other natural resource management activities.	<ul style="list-style-type: none"> materials (e.g. development of information manuals, information packs) advertising costs venue hire and associated costs (if required) labour (specialist consultants or contractors) costs of expert advice 	<ul style="list-style-type: none"> Unless critical to the success of the project, funds cannot be used for participants' travel associated with attending education or community awareness activities (i.e. travelling to a workshop or field day).
On ground projects Group demonstration projects to address priority sustainable agricultural and other natural resource management issues.	<ul style="list-style-type: none"> materials (e.g. mesh, wire, rock, native/introduced pasture, fertiliser, including delivery costs) equipment hire or modification costs labour (consultants, contractors, expert advice, technical services etc.) 	<ul style="list-style-type: none"> Applicants will need to demonstrate that the project is for on ground demonstration purposes for group learning.

Table 2: Eligible activities, items and conditions (continued)

Eligible activities	Eligible items to be specified in budget	Conditions
<p>Infrastructure construction For public access management, protection of Indigenous heritage or off-stream watering points only. May include earthworks for erosion control.</p>	<ul style="list-style-type: none"> ● materials (e.g. troughs, tanks, rock, pipes, walkway materials, including delivery costs) ● equipment hire ● labour (specialist contractors) 	<ul style="list-style-type: none"> ● Where the project proposes to fence off a coastal area, wetland, estuary or other aquatic habitat for the purpose of protecting the sensitive ecosystem from stock access, the construction of water infrastructure in an adjacent paddock may be justified. However, this may be perceived to have some private benefit and the applicant must show the public benefit expected to be delivered. ● Infrastructure construction for public access management and the protection of environmental and Indigenous heritage values should demonstrate that public access is currently impacting on these values. Infrastructure should not be developed for the primary purpose of progressing tourism or for improving amenity. ● Proposals seeking to construct infrastructure for public access must meet all relevant public safety standards and planning requirements and explain how the asset will be maintained. ● Applications including earthwork activities must demonstrate that this will deliver sufficient outcomes to justify its cost against alternative options for erosion control, such as revegetation and stock exclusion fencing.
<p>Revegetation For habitat, biodiversity corridors or linkages, erosion control.</p>	<ul style="list-style-type: none"> ● materials (e.g. tube stock, seedlings, stakes, tree guards, fertiliser, mulch including delivery costs) ● labour (specialist consultants/contractors) 	<ul style="list-style-type: none"> ● Revegetation activities should only use native species of plants that are found in your local area. You should seek advice from Australian Government natural resource management officers, your regional natural resource management organisation or a local nursery for advice on the best revegetation methods and species mix for your area. Volunteer labour is strongly encouraged for revegetation activities. ● Community Action Grants should not be used for revegetation where the primary purpose is to beautify or improve amenity. Funds should also not be used to plant agricultural plant species.
<p>Indigenous land and sea country planning</p>	<ul style="list-style-type: none"> ● materials (including delivery costs) ● venue hire (if required) ● labour (specialist consultants) 	<ul style="list-style-type: none"> ● Only Indigenous groups are eligible to apply for funding for land and sea country planning. It is preferred that the plans complement and encourage collaboration with the regional planning and priorities identified by the relevant regional natural resource management organisation. Australian Government natural resource management- Indigenous land management officers (ILMO's) are available to support the conduct of land and sea country planning. For further information on how to contact ILMO's refer to the Caring for our Country website at www.nrm.gov.au or call the Caring for our Country hotline on 1800 552 008 ● Funding will not be provided to Indigenous groups that have already received funding from the Australian Government for this purpose.

Table 2: Eligible activities, items and conditions

Eligible activities	Eligible items to be specified in budget	Conditions
Recording and use of traditional ecological knowledge	<ul style="list-style-type: none"> ● materials (e.g. development of information manuals, information packs) ● labour (consultants, contractors, costs of expert advice) ● media and recording equipment 	<ul style="list-style-type: none"> ● Only Indigenous groups are eligible to apply for funding for recording traditional ecological knowledge. Such recording projects must also demonstrate a reasonable future use for the knowledge to inform land or sea management, be consistent with best practice standards and align with other Caring for our Country biodiversity and natural icons or coastal environments and critical aquatic habitats outcomes. Media and recording equipment purchases must not exceed \$4000 (excluding GST). ● Unless critical to the success of the project funds cannot be used for participants' travel associated with recording traditional ecological knowledge.
Administration support[#]	<ul style="list-style-type: none"> ● coordination ● phone/internet bills ● electricity bills ● printing/photocopying ● insurance costs ● costs associated with legally required documents such as cultural heritage site searches, permits etc. 	<ul style="list-style-type: none"> ● Administration funding is to be used only for the purposes of supporting the operations and activities of your community group to undertake and deliver your project.
Accounting costs[#]	<ul style="list-style-type: none"> ● costs associated with final certification of project 	<ul style="list-style-type: none"> ● A maximum of \$500 (excluding GST) of grant funding can be used for final certification costs.

[#] Administration and accounting costs must not total more than 15% of total project costs. (i.e. maximum of \$3000 based on a maximum grant of \$20 000 GST exclusive).

2.4 What activities will not be funded?

The following activities and items will not be funded under Community Action Grants in 2012-13:

- purchase of major capital items except where identified as eligible activities/items in Table 2: Eligible activities, items and conditions on page 7 (i.e. some infrastructure activities). Major capital items are defined as building improvements and items of equipment, furniture, vehicles, computer hardware and software, media equipment and the like with a useful life of three years or more and an individual cost of \$1000 or more. Up to \$4000 (GST exclusive) may be approved for media and recording equipment for the specific purpose of recording Indigenous ecological knowledge (for Indigenous groups only)
- standard boundary fencing that would be considered a landholder's responsibility
- purchase of equipment or materials that are normally part of a landholder's responsibility for the management of their property
- activities that include planting species that are known to be, or could become, environmental or agricultural weeds
- subsidies for commercial operations
- purchase, lease or acquisition of land
- activities where the primary purpose is to beautify or improve amenity, such as picnic tables, shelters and paving
- labour supplied by the sponsoring organisation and/or community group, other than for project coordination, management and administration
- activities designed to raise revenue
- activities that are primarily for political advocacy (e.g. protesting against a development)
- activities outside of Australia.

Note: Items that were not budgeted for in the original application will not be funded. Applicants must consider all aspects of their project and ensure they include all relevant costs within their application.

Additional funds are not available to meet costs that may have increased after the application has been submitted.

PART 3 – Conditions and instructions for applying

3.1 What are the conditions of receiving a grant?

Successful applicants will be responsible for managing the project within agreed timelines, which includes monitoring, reporting and acquitting expenditure (see Parts 3.1.1 and 3.1.2). For groups that are not legal entities, the organisation that has applied on a group's behalf (the sponsor) is legally responsible for ensuring all contractual requirements are met.

If the applicant organisation is registered for GST, the total budget including GST must not exceed \$22 000. If the applicant organisation is not registered for GST, the total budget including GST must not exceed \$20 000. Your GST status must be accurate against the organisation's details identified on the Australian Business Register at www.abr.business.gov.au.

Applicants should be aware that, if they are successful, Commonwealth policy requires the Australian Government to publish information about the applicant including but not limited to:

- name of the community group and sponsor receiving the grant
- amount of funding received
- term of the grant
- title and project description, and
- funding location.

The information may be published online to comply with Commonwealth policy and to meet mandatory reporting requirements.

By submitting an application for funding under this grant program, the applicant consents to publication of the above information if awarded funding.

All information in the application will be handled in accordance with the *Privacy Act 1988*. However, information may also be provided to other Commonwealth departments, government organisations, assessors, regional natural resource management bodies, members of parliament, the media and other stakeholders for the purposes of assessment, information dissemination or publicising projects.

Applicants are required to obtain all necessary planning approvals for their project, including the permission of the landowner or land manager for any project on private or public land, before applying for the grant.

Successful applicants will not be able to receive funding unless they have adequate public liability insurance for the period of the grant.

3.1.1 What are the monitoring and reporting requirements?

The Australian Government places a high priority on monitoring and reporting for all Caring for our Country projects. Monitoring and reporting requirements for Community Action Grants are:

- tracking of expenditure for acquittal
- recording of project achievements as outlined in your application
- a simple progress report on your project at three months which outlines the activities that have been completed to date, and
- a final report on project outcomes and financial expenditure, including a financial statement signed by a qualified accountant.

The Australian Government will provide grantees with the required reporting format for the progress and final reports. At the conclusion of projects, the Australian Government may publish case studies of some successful projects, detailing achievements, information about the community group, what has been learnt and how the project will be sustained into the future.

Note: Failure to meet the required reporting obligations within the given timeframe may impact on your eligibility for future Caring for our Country funding.

3.1.2 How will projects be acquitted?

As a recipient of public monies, one of the most important obligations of successful applicants is to report on the progress of the project undertaken with the funds received. Once the project is completed, successful applicants will be required to acquit Community Action Grants funding spent.

This will involve an independent qualified accountant examine your records and sign a certified statement that all funds have been expended in accordance with the funding deed. Successful applicants will also be required to sign a statutory declaration confirming that you have expended all funds in accordance with the funding deed. Final acquittal is required within eight weeks of the agreed completion date for the project.

3.1.3 Will I need to acknowledge Caring for our Country?

Successful applicants will be required to acknowledge the grant provided by the Australian Government's Caring for our Country Community Action Grants program in accordance with the *Recognition of Caring for our Country Guidelines*.

A copy of these guidelines is available from the Caring for our Country website www.nrm.gov.au or calling the Caring for our Country hotline on **1800 552 008**.

3.2 Preparing your application

To apply for Community Action Grants, all sections of the application form must be completed and submitted **by 5pm (AEDT) Tuesday 27 March 2012**. Community Action Grants are competitive and assessors need all of the information in the application form to be completed to ensure proposals can be compared equally. To be assessed for funding, every question must be answered appropriately.

Applicants are encouraged to read the application carefully before submitting to ensure that all relevant sections have been completed and the information provided is true and correct.

Only one application will be assessed for each community group. However, organisations that are sponsoring other groups may submit one application for each community group being sponsored.

Sponsors will need to download and complete a separate application form for each group they wish to sponsor.

Refer to 'Community Action Grants – Completing the application form' for detailed information about completing the application. The online application form can be accessed and completed at the Caring for our Country website www.nrm.gov.au.

Electronic applications are preferred. Applications can also be submitted by post if internet access is not available.

To request a hard copy application pack call the Caring for our Country hotline on **1800 552 008**.

All hard copy applications must be postmarked by 27 March 2012.

Please do not send hard copies of applications that were submitted electronically.

Post your application to:

Caring for our Country
Community Action Grants
GPO Box 787
CANBERRA ACT 2601

Courier deliveries to:

Caring for our Country
Community Action Grants
Ground floor, 18 Marcus Clarke Street,
CANBERRA ACT 2601

Applicants should keep a copy of each Community Action Grants application for their records.

PART 4 – Next steps

4.1 How will applications be assessed?

Applications will be assessed by community and Australian Government representatives to determine that the community group, sponsor and the activities meet the eligibility criteria.

In addition, applications will be assessed using the following criteria:

- Level of community engagement
 - The community group is assessed on the number of members in the group and any additional community members anticipated to be engaged in project activities. Assessors will consider the level of engagement by the community and the project's potential to raise community awareness and enhance skills, including working with Indigenous groups and young people where appropriate.
- Alignment of the project with Caring for our Country outcomes
 - Proposals are required to address the Country for our Country National Priority Area of community skills, knowledge and engagement. The proposal must also demonstrate how it will address at least one of the following National Priority Areas:
 - Biodiversity and natural icons
 - Coastal environments and critical aquatic habitats
 - Sustainable farm practices
- Demonstrated capacity of the group to deliver the project within a 12 month timeframe.
 - Community groups are assessed on their group's longevity, recent activities, funding history and experience in successfully delivering projects. This is a measure of the community group and/or partnership to deliver results and manage contractual obligations. Additional people, groups and/or organisations engaged in the proposed project will also impact favourably on the assessment.
- Feasibility of the project
 - Expert community assessors will assess how realistic the proposed project is, including how likely it is that the community group will achieve its aims. The technical feasibility of the project will also be assessed.
- Value for money of the proposal
 - Proposals that demonstrate the best value for money will receive a higher ranking against this criterion. Assessors consider how the broader community will benefit from the project and take into account the extent of public and private benefit. The proposal should demonstrate how appropriate delivery mechanisms will be utilised and maintained into the future where appropriate. Assessors will also consider whether the budget items are consistent with the activities and/or sites identified in the project description.

Information you provide in your application will be used to assess your proposal. You are entirely responsible for the accuracy of all information submitted. If you knowingly provide inadequate, false or misleading information, your proposal may be ruled ineligible.

Your application will be scored and ranked against all other applications received. Applications that best align with the assessment criteria will have a greater likelihood of being funded. Given the program aims to reach community groups across the country, consideration will also be given to achieving a reasonable national distribution of projects.

Once applications have been assessed, the Minister for Agriculture, Fisheries and Forestry will consider proposals and will make the final decision on which applications are successful and will receive funding.

For more tips to improve your application visit www.nrm.gov.au or call the Caring for our Country hotline on **1800 552 008**.

4.2 What about contracting, payments and project commencement?

All applicants will be advised of the outcome in writing. Details of successful projects will be placed on the Caring for our Country website www.nrm.gov.au.

The Australian Government will send all successful applicants a funding deed that will need to be signed and returned with any specified conditions of funding met before full payment for the project can be processed and the project commence.

If the funding deed is not signed and returned within 30 days from the date the offer is made, the offer of funding may be withdrawn.

All funded projects must be completed before 30 June 2013.

Australian Government Land and Coasts officers will be available to answer any questions or assist with any issues regarding your project.

4.3 Where do I go for more information?

Website: www.nrm.gov.au
Email: communityactiongrants@nrm.gov.au
Phone: 1800 552 008
Post: Caring for our Country
Community Action Grants
GPO Box 787
Canberra ACT 2601

Section 2 – Filling in the application form

There are 14 sections to the Community Action Grant application form. The following detailed information will help you to complete the form.

To download a copy of the form go to www.nrm.gov.au or for a hard copy application call the Caring for our Country hotline on **1800 552 008**. Electronic applications are preferred.

Before you start

Before opening the application form, make sure you have Adobe Acrobat Reader X 10.1.1 installed on your computer.

Once the application form is open, ensure that Javascript is enabled by right clicking on the top of the form and selecting **Enable Javascript**.

Select the **Enable Macros** option which will then appear at the top left of the screen.

It is recommended that you use a word processing program such as Microsoft Word when completing text fields as this will allow you to check your spelling and character count. To transfer the text from the word processing program to the application form, select and copy the required text and paste this into the associated field.

Do not use dot points or bullets in the text fields of the application form.

Saving your application

You can save your application at any time. The **Save** button allows you to save a draft copy of the form to your computer so that you can access the application without being connected to the internet.

To save your application, in the file menu choose **Save As** to save the form to your computer. Alternatively, go to Section 14 Declaration and Submission at the end of the application form and click the **Save** button.

Examples in this document

The examples provided throughout this document are designed to show the style of information required. They are not intended as a guide for summary content.

Section 1 – Applicant organisation details

The applicant organisation is the legal entity applying either in its own right or as a sponsor.

Will this project be sponsored?

If your community group is not a legal entity, you must be sponsored by an organisation who is a legal entity, refer to Part 2.1 of the application guidelines for further information. If the community group needs to be sponsored select **Yes** and complete the section following. If your community group is sponsored for the project, the sponsor is the applicant.

If you do not require sponsorship select **No** and move on to the next question. Your community group is the applicant.

Sponsors please note that if you sponsor more than one community group, you will need to download a new application form for each group.

Do you have an Australian Business Number (ABN)?

An ABN is a unique 11 digit number that makes it easier for businesses and government to interact. If you have an ABN, you should select 'Yes' and enter the ABN. If you do not have an ABN, select **No** and move on to the next question.

ABN

If you have an ABN, enter your 11 digit ABN number into the text box provided. Once you have entered your ABN into the text box press the ABN lookup button, this will verify your ABN and populate the legal name of the applicant as supplied by the Australian Business Register. Information regarding your ABN can be found at the Australian Business Register (ABR) website www.abr.business.gov.au or call Caring for our Country hotline on **1800 552 008**.

Name of applicant

Legal name

Your legal name is the name that appears on official documents and legal papers, such as the ABR or your certificate of incorporation. This will be automatically populated when the ABN look up button is pressed. Applicants that do not have an ABN but are incorporated should provide the legal name as it appears on the certificate of incorporation.

Trading name

Your trading name is the name under which your organisation operates. Your trading name may be the same or different to your legal name. Please enter your trading name into the text box provided

Entity type

Please select one of the following options:

- Australian private company
- Australian public company
- Commonwealth government entity
- Family partnerships
- Indigenous corporation
- Individual sole trader

- Local government entity
- Other incorporated entity
- Other partnership
- Other trust
- Other unincorporated entity
- Registered charity
- State or territory government entity
- Union

If you have an ABN, details of your entity type are available from the current details page of the ABR website www.abr.business.gov.au. If your entity type does not appear in the list of options please choose the one that most closely matches your entity type.

Incorporation number

If your organisation has been incorporated under state or territory law, provide your incorporation number and the date of incorporation. You can find your incorporation number and date of incorporation on your certificate of incorporation. If you are unable to locate your certificate of incorporation, contact the Incorporated Association Register in your state or territory, the Office of Fair Trading or Consumer Affairs.

Date of incorporation

Enter your incorporation date as specified on your certificate of incorporation.

GST registered

Please go to the ABR website to check whether you are registered for GST. This information will be located on the current details page for your organisation under Other registrations. The information you provide here must be identical to those on the ABR.

If you do not have an ABN, you will not be registered for GST.



To enable web site links and retrieve information automatically we recommend that you are connected to the internet when filling out the application form.

This application must be completed by an organisation which is a legal entity able to enter into a funding agreement with the Australian Government - the 'applicant organisation' is the legal entity. If your community group is not a legal entity, you require a sponsoring organisation that is a legal entity to submit a proposal on your behalf.

Please complete your application with reference to the [Community Action Grants 2012-13 Applicant Guidelines](#).

This form can be saved to your computer and completed at a later date.

ALL QUESTIONS MARKED WITH AN (*) MUST BE COMPLETED FOR YOUR APPLICATION TO BE ASSESSED

1. Applicant organisation details

Will this project be sponsored? * Yes No

Please complete the remainder of this section with the sponsoring organisation's details.

ABN Details

Do you/your organisation have an Australian Business Number (ABN)? * Yes No

The applicant must be a legal entity able to enter into a funding agreement with the Australian Government. Additional information can be found in the guidelines.

Australian Business Number (ABN) *

36 702 093 234

ABN Lookup

Legal name *

DEPARTMENT FOR ENVIRONMENT AND NATURAL RESOURCES

This is the name that appears on all official documents and legal papers.

Trading name *

DEPARTMENT FOR ENVIRONMENT AND NATURAL RESOURCES

Entity type *

Commonwealth Government Entity

Is your organisation incorporated? * Yes No

Incorporation number *

AO9637

Incorporation date *

04/02/2011

Are you GST registered? * Yes No

Section 2 – Applicant organisation contact person details

Please provide the contact details for a person within the applicant organisation. The Australian Government will contact the applicant organisation through this person if necessary.

2. Applicant organisation contact person details

Official contact person for the application

The official contact is the contact person for the applicant group listed above. This is the person who can be contacted throughout the life of the project (e.g. Project Manager, Team Leader)

Title: * Mr Mrs Miss Ms Other

First name *

Dave

Last name *

Davidson

Position in organisation *

CEO

Phone (business hours) *

02 6288 6670

Phone (mobile)

Phone (after hours)

Phone (free call)

Facsimile

Email

xx@xx.com.au

Website

www.x.com

Postal address of official contact person for application

(for PO Box or Locked Bag address, select a 'Street type' of 'Postal Box')

P.O. Box details * e.g. P.O. Box 93 or Locked Bag 27

Po Box 00

Street Type *

Postal Box

Suburb/Town *

MAKEBELIEVE

State *

NSW

Postcode *

2489

Section 3 – Authorised person details

This is the person who is authorised to sign a funding deed with the Australian Government on behalf of the applicant organisation. This may be the same as the 'contact person' in Section 2 or it may be someone else within the organisation (for example the CEO, Chair etc).

If the authorised person is the same as the person in Section 2, you should select **Yes** and move on to Section 4. If the authorised person is different, fill in the contact details for the authorised person. In the case of a trust, the authorised person is the name of the trustee.

3. Authorised person details

Is the authorised person the same as the Applicant organisation contact person (detailed in Section 2)? *

Note: This is the person within the Applicant organisation who is authorised to sign the funding agreement with the Australian Government. In the case of a trust, nominate the name of the trustee.

Yes No

Title: * Mr Mrs Miss Ms Other

First name * Last name *

Position in organisation

Phone (business hours) *

Phone (mobile) Phone (after hours) Phone (free call) Facsimile

Email

Website

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Postal address of official contact person for application

(for PO Box or Locked Bag address, select a 'Street type' of 'Postal Box')

P.O. Box details * e.g. P.O. Box 93 or Locked Bag 27 Street Type *

Suburb/Town * State * Postcode *

Section 4 – Community group details

If the community group undertaking the project does not require a sponsor, select **No** and move on to Section 6.

If you are sponsoring a community group, you are required to provide the name of the group you are sponsoring here.

Section 5 – Community group contact person for the project

This is the person within the community group who is undertaking or coordinating the project. At times we may need to contact the community group contact person to discuss the progress of the project.

Community groups not requiring a sponsor do not need to complete this section – the contact person detailed in Section 2 needs to perform this role. Please move on to Section 6.

If you are sponsoring a community group, you must provide contact details for someone within that community group. You should contact the community group so you are able to accurately complete this section of the application form.

4. Community group details

Please provide details of the community group being sponsored to undertake this project.

Community group name *

5. Community group contact details

Please provide details of the contact person for the community group listed above. This is the person who can be contacted throughout the life of the project (e.g. Project Manager, Project Team Leader).

Title: * Mr Mrs Miss Ms Other

First name * Last name *

Position in organisation

Phone (business hours) *

Phone (mobile) Phone (after hours) Phone (free call) Facsimile

Email

Website

Postal address of official contact person for application
(for PO Box or Locked Bag address, select a 'Street type' of 'Postal Box')

P.O. Box details * e.g. P.O. Box 93 or Locked Bag 27 Street Type *

Suburb/Town * State * Postcode *

Section 6 – About the community group undertaking the project

How many years has the community group been in operation?

Enter the number of years that the community group has been in operation (this should be the period of time from the community group's formation to the closing date for applications).

Is the community group an Indigenous organisation?

If the group is an Indigenous organisation (primarily comprising Aboriginal or Torres Strait Islander people), select **Yes**

If the group is not an Indigenous organisation, select **No**.

Membership

Please enter the number of voting and financial members the community group has or in the case of a trust, how many volunteers are associated with your group.

- A voting member is a person with the right to vote on decisions taken within the organisation.
- A financial member is a person who pays a fee for membership.

6. About the community group undertaking the work

How many years has the community group been in operation? *

Is the community group an Indigenous organisation? * Yes No

Membership *

Section 7 – Community group – past activities

Recent activity

Please indicate the types of activities your community group has undertaken in the last 12 months by selecting all tick-boxes that apply. The following selections will be available.

- **Community group meetings and/or public meetings** – your community group has had official meetings or held public meetings within the last 12 months.
- **Field days and/or workshops** – your community group has held a field day or workshop within the last 12 months.
- **Raising community awareness about environmental, sustainable farming and/or land management issues** – your community group has improved community awareness about particular environmental, sustainable farming or land management issues by holding information days, distributing information to community members, constructing information signboards etc. within the last 12 months.
- **On ground environmental and/or sustainable farming works** – your community group has undertaken at least one on ground project within the last 12 months to protect or enhance the environment, or improve sustainable farming practices.
- **Environmental and/or sustainable land management planning** – your community group has developed a plan for a particular area to improve farming practices and/or protect or enhance the natural values of the environment.

Please provide a short description (maximum 750 characters, approximately 100 words) for each of the activities you have indicated that your community group has undertaken within the last 12 months. For example, if you selected Community group meetings and/or public meetings state how often your group has met. If you selected On ground environmental and/or sustainable farming works, provide a short description of what your project entailed.

Past projects

Please indicate what funding the community group has attracted for projects since January 2007 (to a maximum of six projects):

- Under **Project name** – provide the name of the project (or if the project did not have an official name, four or five words that indicate what the project focussed on).
- Under **Source of funding** – identify who provided you with funding for the project.
- Under **Amount of funding** – enter the amount of funding (GST inclusive) that was received for the project (use a numerical value).
- Under **Completion/Expected completion date** – enter the date of project completion (in the format of DD/MM/YYYY), or for projects that are still being undertaken, the expected date of completion.

7. Community group - past activities

Please indicate what community activities your group has undertaken within the last 12 months:

- Community group meetings and/or public meetings
- Field days and/or workshops
- Raising community awareness about environmental, sustainable farming and/or land management issues
- On-ground environmental and/or sustainable farming works
- Environmental and/or sustainable land management planning

Please provide brief details describing the activities mentioned above (e.g. frequency, number attending)
(max 750 characters, approx. 100 words)

Regular committee meetings held monthly, field days conducted at Henty show, news letters distributed to local community monthly, Quarterly weeding and planting days sponsored by local nursery

Please indicate what funding the community group has attracted for projects since January 2007 (maximum of 6 projects)

Project 1 (Please enter project name and click the add project button)

Project Name

Make-believe Weeding project

Source of funding *

State Government

Amount of funding *

\$5,000.00

Completion/Expected completion date (dd/mm/yyyy) *

15/10/2010

Delete Project

Add Project

Overdue reports and acquittals

Please indicate by selecting **Yes** or **No** whether you will have at the application closing date, any overdue reports or acquittals for previous Australian Government natural resource management funding. This does not include reports or acquittals not yet due for submission (i.e. for a project still underway).

Please indicate which program/s by selecting from the list provided. If **Other** is selected please specify the program name/s.

Does the applicant or community group expect to have, at the application closing date, any overdue reports and/or acquittals for Australian Government natural resource management funding? *

Yes No

Does the applicant or community group have any current or planned proposals to other funding programs (government, industry, regional body etc.) for this project or components of this project? *

Yes No

The Australian Government places a high priority on accountability for public money. Community groups and organisations that have overdue reports or acquittals may not be eligible for Community Action Grants funding and your application may not be considered.

Funding from other sources

Please select **Yes** or **No** and provide further information as requested.

Section 8 – Project details

Technical advice and relevant permissions

Please indicate by selecting **Yes** or **No** if you have sourced technical advice and/or relevant permissions (such as planning approval from councils, agreement from landholders, technical advice to undertake specialist work) regarding your project. If you ticked the yes box please provide the name of the person and/or organisation you obtained advice or permission from, including the type of advice obtained.

Project title

Your project title should be 80 characters or less (approximately 12 words) and should clearly and succinctly describe what your project intends to achieve and its general location.

Project description

Please provide a short project description (750 characters or less, approximately 100 words). Identify the background of the project, including why the project is important. This may include environmental, sustainable farming and/or land management issue/s the project will address and describe why these issues are a concern.

This information needs to be clear and succinct; it will be used in the funding deed and may be used for informative and/or promotional purposes if your proposal is successful.

Project activities

Please describe in 750 characters or less (approximately 100 words) your project activities. This should include a description of what you will do to achieve the project aims and how you will engage people, volunteers or other groups. Where applicable please quantify project parameters (e.g., number of hectares the project covers, meters of fencing to be erected, how many people, volunteers or groups you will engage, etc). You should also identify how you will develop and manage the project activities to ensure completion by 30 June 2013. These activities will form the basis of milestones you will need to report on if your proposal is successful.

Project outcomes

Please describe in 750 characters or less (approximately 100 words) how the listed activities will solve the identified issues. This should include how the project is aligned with the Caring for our Country outcomes nominated at Section 11. It should also include how these outcomes will be maintained following the completion of the project where appropriate (e.g. for infrastructure activities such as construction of boardwalks).

You will need to report on these outcomes at the conclusion of the project if your proposal is successful.

8. Project Details

Have you sourced technical advice regarding your project? *

Yes No

Please provide the name of the person and/or the organisation you obtained advice or permission from including the type of advice obtained *

Eric Ericson - Local Catchment Management Authority - Suitable species advice for re-vegetation day

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Project title (Maximum 80 characters, approximately 12 words) *

Makebelieve Landcare Beach Revegetation project and field day

Project description

Note: The information provided here will be used in the funding deed and may be used for informative and/or promotional purposes.

Provide a short project description, including the environmental, sustainable farming and/or land management issue(s) the project will address. Please include how the project will engage the Community group involved. Eg; Future maintenance for on-ground works, Project activities, etc. (maximum 750 characters, about 100 words). *

Currently Makebelieve beach's Littoral rain forest is over run with WoNS. This project aims to engage the 30 members of Make believe Landcare to remove WoNS and re vegetate native endemic species over 5 hectares of Littoral Rain forest at Makebelieve beach. Project promotion aims to engage the local community in partnership with the Landcare group to carry out the maintenance for a minimum period of 5 years.

Describe your project **activities**. Where applicable please quantify the project parameters in relation to the requested project budget. eg. Number of hectares, metres of fencing, number of people, volunteers or groups you will engage with (maximum 750 characters, about 100 words). *

Note: If your proposal is successful, these activities will form the basis of milestones you will need to report on.

Stage 1 of the project involves the removal of WoNS over the 5 ha site. The second stage of the project involves the members improving the condition of the soil on this 5 ha site and planting out of over 1000 seedlings of recommended suitable species as advised by the Local CMA. Stage 3 of the project involves a field day being held at the site to promote the project outcome to the engage the local community to become involved with the maintenance of the site.

How will the activities above, solve the identified issues? (maximum 750 characters, about 100 words). *

Note: If your proposal is successful, these outcomes will need to be reported on at the conclusion of the project.

The 4 hectare site at Make-believe beach will be cleaned of WoNS and the Landcare group and local community will be engaged in the ongoing maintenance of the project site. It is thought that through the promotion of the project and engagement of the local community the numbers of volunteers in the Landcare group

Project management and implementation

Please provide at least one, and up to four, key step/s (milestones) guiding the implementation of your project and the date/s you expect to complete these steps.

For example:

1. fifty percent of revegetation completed (31 October 2012)
2. two field days undertaken (15 January 2013)
3. one planning day undertaken to develop a local Indigenous natural resource management strategy (10 March 2013).

Note: Your project must be finished by 30 June 2013.

Project management and implementation (projects must finish by the 30th June 2013).

Describe up to four key steps that will be taken as part of your project to ensure completion by 30 June 2013. *

Step 1 *

Removal of all WoNS from the 5 ha site at Make-believe beach

Completion date (dd/mm/yyyy) *

30/07/2012

Delete Step

Step 2 *

Source endemic seedlings and prepare soil

Completion date (dd/mm/yyyy) *

15/09/2012

Delete Step

Step 3 *

Revegetate 5ha site with Native Endemic seedlings

Completion date (dd/mm/yyyy) *

15/02/2013

Delete Step

Step 4 *

Hold Field day to promote project success and engage local community in ongoing maintenance of site

Completion date (dd/mm/yyyy) *

15/04/2013

Delete Step

Add Step

Section 9 – Project location

Project location

Please provide the latitude, longitude, nearest town, state and natural resource management region of where you are proposing to execute your project works. If you are undertaking multiple activities over different sites, provide location details of the primary site where the main activity will be undertaken.

Please provide the address of the main site (such as the lot number, road and general location), as well as the location of any other sites.

A link is provided in the electronic application form to the Google Maps website <http://maps.google.com.au/maps> to assist you in determining the location details, in particular, the latitude and longitude of your project location:

1. Click on the link provided in the electronic form, this will take you to the Google Maps website.
2. Type the closest town or suburb into the box provided in the top left hand corner of the Google Maps page.
3. Click the **Search maps** button.
4. Determine on the map where your project is located. Hover the mouse over the area where your project is located and right click on your mouse.

The latitude and longitude numbers of your project location will be displayed in the top left hand corner of the page. Enter these coordinates in the fields provided in the application form.

Type of area

Please identify the type of area in which your project will primarily take place by selecting one of the three options:

- rural (land outside of a town or city)
- peri-urban area (non-urban land on the fringe of an urban centre), or
- urban area (within a town or city)

Projects located in all types of areas are eligible for funding.

Please indicate if the project will be undertaken on agricultural land and/or will benefit farmers, including commercial fishers.

Land tenure

Please identify the land tenure on which your project will primarily take place by selecting one of the two options:

- Private land
- Public land

Projects on all land tenures are eligible for funding.

World Heritage Areas and the National Reserve System

Please identify if your project is within or adjacent to a World Heritage Area or a property within the National Reserve System by selecting **Yes** or **No**.

Please identify if the main purpose of this project is to protect the natural values, such as the flora, fauna and hydrology of this property by selecting **Yes** or **No**.

Properties within the National Reserve System include:

- National Parks and Nature Reserves
- Indigenous Protected Areas
- privately owned conservation reserves, including areas protected by conservation covenant on private land.

Note: Funding is available for projects in all areas and on all land tenures.

Will your project take place in an area that is mainly: *

Rural

Peri-urban

Urban

Will your project take place on land tenure which is mainly: *

Private Land

Public Land

Is your project within or adjacent to a World Heritage Area or a property within the National Reserve System? *

Yes No

Will the project involve farmers and/or be associated with working on agricultural land? *

Yes No

Note: Farmers are directly involved in delivering project outcomes and/or the project will assist farmers to improve their knowledge and skills in natural resource management.

The following websites will help you determine the location of World Heritage Areas and the National Reserve System.

World Heritage Area <http://www.environment.gov.au/heritage/places/world/index.html>

National Reserve System <http://www.environment.gov.au/parks/nrs/science/maps.html>

or call the Caring for our Country hotline on **1800 552 008**.

Section 10 – Community engagement

Additional people and volunteers

Please provide an estimate of the number, if any, of additional people or volunteers outside your group's current membership that will participate in your project. This may be additional people you engage to assist with revegetation, community members outside your group who will attend a field day etc.

Land managers and farmers

Please provide an estimated number, if any, of land managers or farmers that will participate in your project (e.g. attending events such as field days or workshops; involved in biodiversity protection activities; improving critical aquatic habitats; or improving sustainable farming practices). These may be people you have already counted at the Additional people and volunteers section and/or be members of your organisation.

Additional groups

Please provide an estimated number, if any, of other group/s you will engage to deliver your project. This may include the local council, a regional natural resource management organisation, Indigenous groups, other community groups or local clubs that will assist you to deliver project activities.

Please provide the names of these organisations and how they will participate.

10. Community engagement

How many additional people or volunteers outside of your group's current membership do you expect to participate?

30

How many land managers/farmers do you expect to participate?

2

How many other organisations will you engage in the delivery of your project?

3

Please provide the name(s) of the organisation(s) and in what capacity you expect them to participate:

Makebelieve P and C -Help promote project to local school
Northern Rivers CMA- Advice and direction on Native endemic species to be planted
Make Believe Nursery- Supply of Native Endemic Plants

Section 11 – Caring for our Country alignment

National Priority Area

Please identify which one of the following Caring for our Country priority areas your project primarily will address in addition to community skills, knowledge and/or engagement:

- **Biodiversity and natural icons.** Select this priority area if your project is primarily aimed at protecting, restoring or enhancing biodiversity (e.g. revegetating riparian zones, reducing the impacts of invasive species on biodiversity, protecting remnant vegetation, etc.).
- **Coastal environments and critical aquatic habitats.** Select this priority area if your project is primarily aimed at:
 - protecting, restoring or enhancing coastal areas (e.g. improving water quality in priority coastal hotspots, protecting coastal wetlands, rehabilitating coastal ecosystems, etc.).
 - protecting, restoring or enhancing a river, stream or wetland (e.g. revegetating to improve water quality, reducing the aquatic impacts of invasive species, fencing to protect aquatic ecosystems and establishing off stream watering points for stock, etc.).
- **Sustainable farm practices.** Select this priority area if your project is primarily aimed at increasing the uptake of sustainable land management practices (i.e. improving on-farm soil management, implementing different cropping practices to reduce off-site impacts, improving the sustainability of grazing practices, etc.).

Alignment with Caring for our Country outcomes

We strongly encourage you to develop your proposal in line with at least one of the Caring for our Country five year outcomes. Each of the outcomes has been briefly outlined in the application form. More detailed information on each of the outcomes can be found in *Caring for our Country Outcomes 2008–2013* <http://www.nrm.gov.au/publications/books/caring-outcomes.html> or call the Caring for our Country hotline **1800 552 008**.

You should only select the outcomes that your proposal is aligned with.

If you are an Indigenous group doing a traditional ecological knowledge or land and sea country management planning project, you should demonstrate a contribution to one of the biodiversity and natural icons or coastal environments and critical aquatic habitats outcomes that are listed in the form.

If you select 'Reducing the impact of invasive species', you must identify which invasive species you are targeting.

If you select 'Improve water quality in coastal hotspots' you need to identify which hotspot you are addressing. The Caring for our Country coastal hotspots are identified in the form and also at www.nrm.gov.au/funding/business-plan/12-13/priorities/coastal/coastal-hotspots.html on the Caring for our Country website.

If you select 'Protecting Ramsar listed wetlands and other priority High Ecological Value Aquatic Ecosystems (HEVAEs)', you need to identify the name of the Ramsar site or HEVAE you are protecting. The Caring for our Country Ramsar listed wetlands are identified at www.nrm.gov.au/funding/business-plan/12-13/priorities/coastal/index.html

11. Caring for our Country alignment

Which of the following Caring for our Country national priority areas will your project primarily address? *

- Biodiversity and Natural Icons
- Coastal Environments and Critical Aquatic Habitats
- Sustainable Farm Practices

Does your proposal align with any of the following Caring for our Country outcome(s)? If so, please indicate by checking box(es) below.

- Increase area of native habitat and vegetation managed to reduce critical threats
- Reducing the impact of invasive species

Invasive species targeted: *

Lantana and Bituo Bush

- Increasing the uptake of sustainable land management practices
- Increasing the number of farmers contributing to biodiversity conservation
- Engaging the community in coastal rehabilitation, restoration and conservation
- Improve water quality in coastal hotspots
- Protecting Ramsar listed wetlands and other priority HEVAE - High Ecological Value Aquatic Ecosystems

12. Activities to be funded

Note: Only activities listed below are eligible for funding. Please select activities that apply to your project (see Community Action Grants Applicant Guidelines for more details and conditions for each activity).

- Invasive species control

Invasive species targeted? *

Lantana and Bituo bush

What is the area (in hectares) that you are attempting to control? *

5

- Fencing
- Educational and community awareness activities (trials/demonstrations, workshops, field days, website development, and community monitoring)
How many of these activities are you planning? *
5
- On-ground projects for improved land management practices
- Infrastructure construction (for public access management, protection of Indigenous heritage, and/or off-stream watering points for stock only)

Section 12 – Activities to be funded

Only activities listed in this section are eligible for Community Action Grants funding. For more information on each of these activities please refer to Table 1: What is an eligible project? on page 6.

You should only select those activities for which you are seeking funding. The activities you select will be automatically added to your budget table. Refer to Table 2: Eligible activities, items and conditions on page 7 for more information.

12. Activities to be funded

Note: Only activities listed below are eligible for funding. Please select activities that apply to your project (see Community Action Grants Applicant Guidelines for more details and conditions for each activity).

Invasive species control
Invasive species targeted? *
Lantana and Btuo Bush
What is the area (in hectares) that you are attempting to control? *
5

Fencing

Educational and community awareness activities (trials/demonstrations, workshops, field days, website development, and community monitoring)
How many of these activities are you planning? *
1

On-ground projects for improved land management practices

Infrastructure construction (for public access management, protection of Indigenous heritage, and/or off-stream watering points for stock only)

Revegetation (e.g. for habitat, biodiversity corridors/linkages, erosion control)
What is the area (in hectares) that you are planning to revegetate? *
5

Administration support

Accounting costs

Note: Administration and accounting costs must not total more than 15% of total project costs

Section 13 – Project budget

The activities you selected in Section 12 will appear in the budget table along with the eligible items associated with your selected activities (e.g. materials, equipment hire and contractor labour for 'invasive species control').

Please specify how much funding you need for each item of your project. The total cost of your project should be between \$5000 and \$20 000 excluding GST. The total budget including GST will be automatically calculated. If the applicant organisation is not registered for GST, the total project budget will not be adjusted for GST.

The project costs of your proposal must satisfy the following conditions:

- administration and accounting costs must not total more than 15 per cent of total costs
- accounting costs must not total more than \$500 (excluding GST), and
- for activities that record and use traditional ecological knowledge, media and recording equipment purchases must not exceed \$4000 (excluding

13. Project budget

Activity to be funded (please round to the nearest \$10)	Cost of Eligible Items (excluding GST)		
Invasive species control	Materials \$2,000	Equipment hire \$5,000	Contractor labour
Educational and community awareness activities (trials/demonstrations, workshops, field days, website development, and community monitoring)	Materials \$2,000	Equipment hire \$2,000	Contractor labour
Revegetation (e.g. for habitat, biodiversity corridors/linkages, erosion control)	Materials \$1,000	Equipment hire \$1,000	Contractor labour

Administration support	Phone/ internet/ electricity bills \$50	Coordination costs \$500	Printing/ photocopying \$100
	Insurance \$200	Legally required documents	
Accounting costs	Accounting costs \$350		

Total funding sought
(excluding GST)

14,200

Total funding sought
(inc GST)

15,620

Note:

- i. Administration and accounting costs **must not total** more than 15% of total project costs.
- ii. Items that were not budgeted for in the original application will not be funded. Applicants must consider all aspects of their project and ensure they include all relevant costs within their application. Additional funds are not available to meet costs which may have increased after the application was submitted.
- iii. Total funding sought will be rounded to the nearest \$10.
- iv. All amounts in budget fields should be GST exclusive. If your organisation is registered for GST, the GST inclusive total will be calculated.
- v. Before you print this application please click on the 'Save' button at the end of this form.

Section 14 – Declaration

You must declare that you agree (by ticking the box provided) with all of the statements listed.

14. Declaration and Submission

Declaration

You must declare you agree (by ticking the box provided) with all the following statements. You must provide your name, the date and your position within your organisation before submitting this application.

- I declare that all information provided in this application is true and correct and no information is false or misleading.
- I have the agreement of all parties identified in the proposal to include their details within this application.
- I understand that information in this application may be disclosed to various parties as described in the *Community Action Grants 2012-13 Applicant Guidelines*.
- I declare that I have approval from the landowner or land manager and have or will request all necessary Commonwealth, state and local planning permits and approvals required to undertake this project.
- I declare that, unless advised at question 7, I am not seeking funding for this application from another source that will duplicate funds requested through Community Action Grants.

I agree *

Name *

Dave Davidson

Date *

15/12/2011

Position in organisation *

CEO

Do you wish to receive email updates from the Australian Government on natural resource management?

Yes No

Please enter your email address below.

First name *

Dave

Last name *

Davidson

Email address *

DD@hotmail.com.au

Submission

If you have not yet completed your application and want to work on it later click the Save button.

Save

The 'Save' button allows you to save a draft copy of this form to your local computer so you can access the application without being connected to the internet. You may want to print or save a copy of this form for your own records.

When you are ready to submit your application click the Submit button.

Submit

The 'Submit' button allows you to submit your application for processing. Once you submit your application you will receive a confirmation message indicating it has been sent for processing.

Submitting the Community Action Grants application form

When you have completed all fields of the application you should print a copy for your records.

1. Click the **Submit** button to submit the application. Any fields that are incomplete will be highlighted at the bottom of the page and the application will not be submitted until all corrections have been made.
2. Action any fields that require correction. Highlight the issue identified and click on the **Go to selected issue** button.

If necessary resubmit the form. When all corrections have been made the application will submit. Once you submit your application you will receive a confirmation message indicating it has been sent for processing. A confirmation will be sent to your email address confirming your Community Action Grants application has been received. This email will also advise you of your Community Action Grants application identification number which you should retain for future reference.

If you are submitting a hard copy application please:

Post your application to:

Community Action Grants
GPO Box 787
CANBERRA CITY ACT 2061

If courier delivery, send to:

Caring for our Country
Community Action Grants
Ground floor, 18 Marcus Clarke Street,
CANBERRA CITY ACT 2601

Please keep a photocopy of your application for your records. You will receive confirmation letter or email that we have received your hard copy application along with your application identification number shortly after the round closes.