Coastal and Estuary Grants Program – Application for financial assistance 2016–17  
Coastal and Estuary Planning

**Open for applications at any time up until 30 June 2017**

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| **General information** |

1. You will need the *Coastal and Estuary Grants Program Grant Application Guidelines for Applicants 2016–17* prepared by the Office of Environment and Heritage (OEH) to help you fill out this application form. Guidelines are available on the OEH website at: <http://www.environment.nsw.gov.au/coasts/coastalgrants.htm>
2. To complete this form electronically, click in the shaded boxes and enter the required information or select the appropriate answer from drop-down lists. A cross in a box is equivalent to a tick.

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| **Applicant details** |

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| **1a** | **Name of organisation** |  |

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| **1b** | **Contact person for this project** |

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| Title |  | First name |  | | Surname | |  | | |
| Position | |  | | | Daytime phone | | (0 ) | | |
| Email | |  | | | Mobile No. | |  | | |
| Address | |  | | | | | | | |
| Suburb | |  | | State | |  | | Postcode |  |

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| **1c** | **Coastal Zone Management Plan for the project area** Select only **ONE** of the following |
|  | Completed and Certified Coastal Zone Management Plan |
|  | Completed Coastal Zone Management Plan submitted for Ministerial approval |
|  | No Coastal Zone Management Plan |

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| **1d** | **If you are applying for funding for Investigation and Design or Cost Benefit Analysis/Distribution Analysis, are the proposed infrastructure works a recommended action in a coastal zone management plan?** | Yes  or No |
| If **yes**, provide details, including priority. | | |
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| **Project details** |

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| **2** | **Project title** (maximum of 80 characters including spaces) |
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| **3** | **Project category** Relates to the funding priorities outlined in the Grant Application Guidelines. Select only **ONE** of the following |
|  | Prepare Coastal Management Program (CMP) |
|  | Conversion of an existing Coastal Zone Management Plan (CZMP) to a Coastal Management Program |
|  | Investigation and Design of work recommended in Coastal Management Program or Coastal Zone Management Plan |
|  | Cost Benefit Analysis and Distribution Analysis of work recommended in Coastal Management Program or Coastal Zone Management Plan |

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| **4** | **Project timeframe**  Please be realistic about the completion date as this will be used to set the term of your funding agreement if you are offered a grant. | | |
| Proposed commencement | |  | * Project duration cannot exceed 36 months * Please make sure the dates are the same as those in the preliminary work plan |
| Proposed completion | |  |

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| **5** | **Project location** Enter location description and attach photos of the site where possible, and attach a locality diagram or map. Where possible include town, nearby road, beach or other notable landmark etc. |
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| Please provide the latitude and longitude. This can be taken directly from a map, or from Google Maps.  Go to [www.maps.google.com.au](http://www.maps.google.com.au/) and find your project location, right click on the map on the project location and in the menu that appears select “what’s here”.  The co-ordinates will appear in the search box above the map. | |
| **Latitude** | **Longitude** |

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| If the project location falls across more than one local government area (LGA), Local Land Services (LLS) region, electorate or catchment, please identify the primary one first. | | | |
| **LGA\*** | **LLS\*** | **State electorate/s\*** | **Catchment (if applicable)** |
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\* LGA, LLS Region, State Electorate and Catchment information required for Program reporting purposes only.

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| **6** | **Budget overview** Please make sure the figures are the same as those in the preliminary work plan and represent what Council will claim from OEH in each financial year(More details must be provided in the preliminary work plan at question 14.)   * **A maximum grant amount of $100,000 will be available for new Coastal Management Programs.** * **A maximum grant amount of $50,000 for those transitioning a Coastal Zone Management Plan to a Coastal Management Program.** * **A maximum grant amount of $100,000 for a cost benefit analysis and distributional analyses.** * **A maximum grant amount of $500,000 for the investigation and design.** | | | | | |
| **Financial Year** | | **Applicant’s contribution** (excluding GST) | **Grant amount sought** (excluding GST) | **Total Project cost** (excluding GST) | **Funding  level sought** (up to 50% - must be within the limits above) |
| 2016–17 | | **$** | **$** | **$** | % |
| 2017–18 | | **$** | **$** | **$** |
| 2018–19 | | **$** | **$** | **$** |
| 2019–20 | | **$** | **$** | **$** |

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| **7** | **Project summary**  Provide a brief project overview **(150 words or less)**, including location and the issue that the project will address. **Please note** this summary will be used by OEH for all promotional material relating to the grant (i.e. media, web site etc.) |
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| **8** | **Other grants**  Have you received previous funding for developing a coastal or estuary management plan? | | | | | Yes  or No | |
| If you have answered yes to the above, please provide details below | | | | | | | |
| **Project name** | | **Funding source**  (e.g.. State or  Commonwealth Government) | **Program name** | **Year of offer** | **Amount** | | **Completion/ expected completion date** |
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| **9** | **Other funding.** Do you have any current or planned proposals to other funding programs for this project or components of this project? | Yes  or No |
| If you have answered yes to the above, please provide details below | | |
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| **10** | **Please demonstrate the need for the plan or study?**  Specify why funding is needed for this project and what is the type of environment to be covered by the plan. |
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| **11** | **Project outcomes**  Briefly outline the result, impact or benefits (including any environmental benefits or improvements to resilience of coastal communities and adaptation to mitigate climate change) that may result from having a plan or study in place.  **Note:** if your application is successful you will need to report against these outcomes in your final report. |
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| **12** | **Project outputs**  Provide measures of the project activities. These should be tangible and quantifiable and link to the program objectives.  **Note:** If successful you will need to report against these in your milestone and final reports. Some example outputs can be found in the guidelines. |
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| **13** | **Project plan**  Please be realistic about the dates and costs you provide in your preliminary work plan and ensure that they match the completion date provided under Question 4 and the total funds requested at Question 6.  **Note:** if you are awarded a grant, you will need to expand this plan to include projected outputs. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Milestone** (e.g. Data collection complete; modelling undertaken; draft plan submitted; community consultation; final plan completed) | **Activities** (e.g. Form steering committee; community consultation/workshops; engage contractor; undertake study into environmental uses; conduct site survey; review and comment on draft plan) | **Estimated cost of each activity** (all contributions) **GST exclusive** | **Projected completion for each milestone**  (dd-mm-yy) | **Total estimated milestone cost** (all contributions) **GST exclusive** | **Grant amount sought for each milestone** (maximum of  50% and within the limits at Question 6) **GST exclusive** | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  | **Total estimated project cost (all contributions)** | | | $ | | |  | **Grant amount sought**  **(must align with amount at Question 6)** | | | $ | | | |
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| **14** | **Outline your capacity to deliver the project efficiently**  Look at your past grants management history, available resources including staff and the proposed timeframe, and consider whether it is realistic based on completion of prerequisite consultant briefs, community consultation or approvals. |
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| **15** | **Does your organisation agree to enter into, and be bound by, the conditions in a funding agreement?** (as outlined in the Grant Application Guidelines) | Yes  or No |

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| **16 a** | **Have you discussed the project details with a relevant OEH officer?** | Yes  or No |

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| **16 b** | **Has technical advice been provided by a relevant OEH officer?** | Yes  or No |
| If yes, provide the name of the OEH officer, and the nature of advice provided. | | |
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| **17** | **Has the proposed project been subject to public exhibition or consultative processes?** | Yes  or No |
| If yes, provide details. | | |
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| **18** | **Will the project be undertaken by contract after calling competitive tenders?** | Yes  or No | |
| If no, the applicant **must provide** justification for this. | | |
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| **19** | **Is Council able to fund your share of required project funds?** | Yes  or No |

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| **Authorisations** |

**Applicant** Provide the name of a senior officer in your organisation, with appropriate delegation, who has authorised the submission of this project and has the delegation to authorise the commitment of the resources and expenditure required to deliver this project.

**Note:** Signature **is not** required.

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| --- | --- |
| Name |  |
| Title/position |  |
| Organisation |  |
| Email |  |
| Phone no. | (0 ) |
| Date |  |

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| **Submission details** |

It is recommended that you read the *Coastal and Estuary Grants Program Grant Application Guidelines 2016–17*.

Use the following checklist to make sure that your application is complete and accurately represents your project.

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| **Grant application check list** | | |
| Answer **all** questions in the application form.  Submit your entire application by **email.**  Submit one application per project (**Note:** stages of works may be separate projects).  Type only in the spaces provided in the application form. The boxes provided for answers to questions are a set size; the boxes will not expand to accommodate additional text if you continue to type beyond the bottom of the text box. Please ensure answers to questions are fully contained within the limits of the text boxes.  Manually spellcheck your application (the Microsoft Word spelling and grammar function is disabled in this form).  Enter the **state** (not federal) electorate(s) at Question 5.  Enter monetary amounts in full, i.e. $10,000 not $10k. Also note these amounts by financial year must relate to those shown in Question 14.  Check the budget amounts outlined in the project plan at Question 13 is consistent with the Budget Overview at Question 6.  Have your application authorised by the appropriately delegated person.  If you decide to undertake the project in-house at a later date you will need to submit a variation request, therefore it is in your best interest to address Question 19 upfront.  Attach letter(s) of support from your project partner(s), if applicable.  Include your organisation name then project name in the subject line of your email when lodging the application (e.g. XX Council – XX Coastal Zone Management Plan).  Applications are open until 30 June 2017 for applications at any time. Please allow six weeks for applications to be assessed. | | |
| **Email to:** | [coastalestuary.floodgrants@environment.nsw.gov.au](http://www.environment.nsw.gov.au/resources/coasts/coastalestuary.floodgrants@environment.nsw.gov.au) | * Please email the **application form as a Word document** **- DO NOT PDF**. Attachments can be emailed as Word, Excel or PDF documents. * If the application form is not submitted in the format specified above, **it will not be accepted.** * Ensure you email your entire application, including all attachments, e.g. letters of support from project partners; maps; etc. * Emailed applications must not be larger than **10MB** including all attachments. |

**Any application that is late, incomplete or ineligible will not be considered.**

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