**Office of Environment and Heritage**

Floodplain Management Program – Application for financial assistance 2015-16

**Closing Date: 5.00 pm 9 April 2015**

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| **General information** |

1. You will need the *Floodplain Management Programs Grant Application Guidelines 2015-16* prepared by the Office of Environment and Heritage (OEH) to help you fill out this application form. Guidelines are available on the OEH website, [Floodplain Management grants page](http://www.environment.nsw.gov.au/coasts/floodgrants.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** | **Project partner(s)**  Attach a letter of support from your partner(s), which outlines their financial commitment to the project. | |
| Project partner(s) | |  |

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| **Project stage details** |

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| **2** | **Project title** (maximum of 80 characters including spaces. If this is a staged project, include the number of the stage). |
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| **3** | **Project stage and category.** Select only **one** from the following.  If you are likely to proceed from one stage to the next during the grant, submit two applications. |

**Floodplain risk management plan development**

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| **Stage 1** | Prepare flood study (including data collection for a flood study) |  |
| **Stage 2** | Prepare (or review) floodplain risk management study and plan |  |

**Floodplain risk management plan implementation or levee upgrade**

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| **Stage 3** | Investigation and design (including feasibility)1 |  |
| **Stage 4** | Implement actions |  |
|  | Levee upgrade |  |
|  | Flood mitigation works (including levee construction) |  |
|  | Flood warning systems |  |
|  | Evacuation management |  |
|  | Voluntary purchase2 |  |
|  | Voluntary house raising3 |  |
|  | Other (specify) |  |

*1 This stage must be undertaken for works projects which are likely to exceed a total project cost of $500,000.*

*2 Further information on the eligibility criteria and implementation of voluntary house raising projects is available, see* [*Voluntary house raising schemes guidelines*](http://www.environment.nsw.gov.au/resources/water/coasts/20130056fmpvolraising.pdf)*.*

*3 Further information on the eligibility criteria and implementation of voluntary purchase projects is available, see* [*Voluntary purchase schemes guidelines.*](http://www.environment.nsw.gov.au/resources/water/coasts/20130055fmpvolpurchase.pdf)

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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 | |  | * *Your project cannot start before 1 July 2015, but must commence before 31 December 2015.* * *Project duration cannot exceed 36 months* |
| Proposed completion | |  |

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| **5** | **Project location** Enter location description and 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 LGA, LLS region, electorate or catchment, please identify the primary one first. | | | |
| **LGA\*** | **LLS** | **State electorate/s** | **Catchment (if applicable)** |
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\* Local Government Area (LGA), Local Land Services (LLS) Region, State Electorate and Catchment information required for Program reporting purposes only.

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| **6** | **Budget overview** (More details must be provided in the preliminary work plan at question 22.)  Funding is generally provided on a ‘$2 from grant fund, $1 from the applicant’ basis (unless special consideration is sought under question 7, and awarded). Table below **must include** all funding sources. Make sure this matches amounts in the work plan by financial year. | | | | |
| **Financial Year** | | **Applicant’s contribution** (excluding GST) | **Partner contribution** (excluding GST) | **Total amount** (excluding GST) | **Grant amount sought** (excluding GST) |
| 2015/16 | | **$** | **$** | **$** | **$** |
| 2016/17 | | **$** | **$** | **$** | **$** |
| 2017/18 | | **$** | **$** | **$** | **$** |

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| **7** | **Special consideration**  Is special consideration being sought for reduced council contribution? | Yes  or No |
| If you have answered yes, please indicate what funding ratio you are requesting after  **contacting the Grants unit**  Have you spoken to the Senior Team Leader, Contestable Grants – Coast, Estuary & Flood? | | Ratio:    to  Yes  or No |
| **Please provide details below (including why the issue being addressed is of regional or state-wide significance and why you do not have the financial capacity to address it).** | | |
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| **8** | **Financial commitment to the project and ongoing maintenance** | |
| Is the applicant able to provide its matching contribution to the project? | | Yes  or No |
| Has the budget for this project been identified in your forward budget? | | Yes  or No |
| Does the applicant commit to maintaining any works in a condition suitable to meet the design intent for the design life (works project only)? | | Yes  or No  or N/A |

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| **9** | **Project summary**  Provide a plain language 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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| **10** | **Other funding**  Do you (or any project partners) 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 | | | | | | | |
| **Project name** | | **Funding source**  (eg. State or  Commonwealth Government) | **Program name** | **Year of offer** | **Amount** | | **Completion/ expected completion date** |
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| **11** | **Previous funding** Have you received any previous funding for projects at this location? | Yes  or No |
| If you have answered yes to the above, please provide details below | | |
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| **12** | **Flood history and studies**  Provide a brief description of the flood history of the project area and any information about the severity of previous floods, and the damages and losses incurred (e.g. evacuation required, essential services at risk of failure). |
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| **13 a** | **Is this project of a regional or state significance?** | Yes  or No |
| If yes, please state why, including if there is an immediate threat. | | |
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| **13 b** | **Please outline the number of approximate number of houses and/or population that will be impacted by flood waters.** |
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| **14** | **Why is funding required?**  Specify why this project would not proceed without funding. |
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| **15** | **Project objective.** Specify what you plan to achieve with this project. |
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| **16** | **Project outcomes**  Briefly outline the result, impact or benefits of the project. **Note:** if your application is successful you will need to report against these outcomes in your final report. |
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| **17** | **Project outputs**  Provide measures of the project activities. These should be tangible and quantifiable.  **Note:** If successful you will need to report against these in your milestone and final reports. |
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| **18** | **How does the project meet the Floodplain Management Program’s objectives and priorities?**  Refer to the Guidelines for the list of program objectives. |
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| **19 a** | **Floodplain risk management plan**  Is the project stage part of a recommended action in a floodplain risk management plan? | Yes  or No |
| If yes, please provide details of plan and the relative priority of action or recommendation. | | |
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| **19 b** | **Has the floodplain risk management plan been formally adopted by council?** | Yes  or No |

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| **20** | **To what level is the project supported by the community?** |
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| **21** | **New works ranking form** |
| * If these are new works that have not previously been scored under the scoring system endorsed by the Floodplain Management Association, you must complete a New Works Ranking Form. This should also be re-done if more recent studies or new information has arisen that will impact the cost-benefit of the works. * The form is available on the on the website under [Guidelines, application forms and work plans](http://www.environment.nsw.gov.au/coasts/Floodgrants.htm) section.   Please refer to the 2015-16 Floodplain Management Program Application Guidelines for assistance in completing this form. | |

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| **22** | **Preliminary work plan** |
| * You **must** attach a preliminary work plan in Microsoft Excel format. Other document types will **not** be accepted. * The template is available on the [Floodplain Management Grants page](http://www.environment.nsw.gov.au/coasts/Floodgrants.htm). * 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. Also ensure that the amounts by financial year correspond with those in question 6. | |

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| **23** | **Outline your capacity to deliver the project**  Look at your past grants management history, available resources, financial commitment and the proposed timeframe, and consider whether it is realistic based on completion of prerequisite briefs, preconstruction work, or approvals. |
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| **24** | **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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| **25** | **Will the project be undertaken by a contract after calling for competitive tenders (This refers to all elements of the project, if Council intend to undertake any work in house then please seek approval for this at this question)?** | Yes  or No |
| If no, you must provide information justifying this below, as it is expected that works be tendered | | |
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| **26 a** | **Have you discussed the project details with the relevant OEH officer?** | Yes  or No |

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| **26 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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| **Authorisation** |

**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 |  |
| E-mail |  |
| Phone no | (0 ) |
| Date |  |

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| **Submission details** |

It is recommended that you read the *Floodplain Management Programs Grant Application Guidelines 2015-16*.

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** |

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| Answer **all** questions in the application form.  Submit your entire application by **one** of the methods below. (i.e**. do not** email and also post). **Email is the preferred option.**  Submit one application per project.  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 spell-check your application (the Microsoft Word Spelling and Grammar function is disabled in this form).  Enter the **state** and **federal** electorate at Question 5.  Enter monetary amounts in full, i.e. $10,000 not $10k.  Check the budget amounts outlined in your attached preliminary work plan are consistent with the Budget Overview at Question 6.  Have your application authorised by the appropriately delegated person (signature not required).  Attach the *New Works Ranking Form* if the application is for a new works project that has not already been ranked under the scoring system endorsed by the Floodplain Management Association.  Complete and attach your preliminary work plan, Question 22.  Attach letter(s) of support from your project partner(s), if applicable.  Attach letter(s) of support from the State Emergency Service and Bureau of Meteorology (if the project deals with evacuation management or flood warning systems).  Include your organisation name then project name in the subject line of your email when lodging the application (e.g. XX Council – XX Floodplain Risk Study and Management Plan).  Submit your application by the **closing date** **–** **5.00 pm 9 April 2015** | | |
| **Email to:** | [coastalestuary.floodgrants@environment.nsw.gov.au](mailto:coastalestuary.floodgrants@environment.nsw.gov.au) | * Please email the **application form as a Word document** and the **work plan as an Excel document - do not print to PDF**. Attachments can be emailed as Word, Excel or PDF documents. * If the application form or work plan is not submitted in the format specified above, **they will not be accepted.** * Ensure you email your entire application, including all attachments, e.g. work plans, maps; etc. * Emailed applications must not be larger than **10MB** including all attachments. |
| **Post to:** | Senior Team Leader  Contestable Grants, Coast, Estuary & Flood  PO Box 644  Parramatta NSW 2124 | * If posting your application, please send a USB or CD with your saved application form and any attachments. **No hard copies please.** |

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

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