Protecting Our Places (POP) Program Application Form

**Closing Date: 5.00 pm 30 May 2014**

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| **General information** |

1. Please read the Environmental Trust’s *Guidelines for applicants* before starting your application*.*See [www.environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au) or phone (02) 8837 6093.
2. **Please answer every question**. Where a question does not apply to your application, write ‘not applicable’ or preferably, briefly explain why.
3. Grants available: **$2,000 - $35,000**
4. Where a word in the application form is marked with an asterisk (\*), please refer to the Glossary in the *Guidelines for applicants* for definitions.

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| **Section A – Registration and administration** |

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| **Name of applicant organisation** |  |

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| **A1** | **Project title** (maximum of 68 characters including spaces) |
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| **A2** | | **Project category** - what is the **main** focus of this project? Select only **ONE** box from the following choices |
|  | Restoration or rehabilitation of land that is culturally significant to Aboriginal people | |
|  | Education of Aboriginal and other communities about the local environment and the value Aboriginal communities place on their natural environment | |
|  | A combination of the above categories | |

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| **A3** | **Time frame** – your project timeline and reporting to the Environmental Trust. Your project will be split into two stages - referred to as ‘Year 1’ and ‘Year 2’. | | |
| Proposed start date | |  | * Your project should start after 1 February 2015 unless an earlier start date is negotiated. Your project however must start within 2 months of receiving funding |
| Submit progress report 1 | |  | * Progress report 1 should be submitted at the end of the first stage (Year 1) of the project (usually at about the halfway point). |
| Submit final report | |  | * Submitted at project completion. Grants can be a maximum of 2 years duration (from start date indicated above). |

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| **A4** | **Budget - amount you are requesting** - Grants will be paid in two instalments. Indicate the instalment amounts required. These should match *Section C – Application Budget*. | **When you can expect your payment** | | **Amount** |
| **Year 1** | After the 1st of February 2015 | $ |
| **Year 2** | After your progress report 1 is approved | $ |
| **Total amount requested** (Cannot exceed $35,000) | | **$** |

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| **A5** | **Geographic reach** - either specify particular LGA(s), LLS(s) and electorates or write ‘statewide’ if your project has a statewide benefit. | |
| Main Local Government Area/s | |  |
| Local Land Services Region/s | |  |
| State Electorate/s | |  |

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| **Applicant details** |

This section gives us important background information about the nature of your organisation and your organisation’s ability to manage your project. See page two of the *Program* *Guideline* for the eligibility criteria to ensure your organisation is eligible to apply for a grant. Please ensure that your organisation meets the eligibility criteria before submitting your application.

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| **A6** | **Applicant Organisation’s details** | | | | | |
| Name of organisation | |  | | | | |
| What is your ABN? | |  | Registered for GST | | Yes  or No | |
| Postal address | |  | | | | |
| Suburb | |  | State |  | Postcode |  |

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| **A7** | **Contact details for main contact in Applicant Organisation** | | | | | | | | | |
| Title | |  | | First Name |  | | | Surname |  | |
| Position | | |  | | | | | Daytime phone | | (0 ) |
| Mobile | | |  | | | Email |  | | | |

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| **A8** | **Nominate one primary contact for correspondence** | |
| Applicant (above) | | Administrator (below) |

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| **Administrator details** (only complete if someone is going to administer this grant for you) |

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| **A9** | **Administrator** | | | | | |
| Name of organisation | |  | | | | |
| Administrator’s ABN? | |  | Registered for GST | | Yes  or No | |
| Postal address | |  | | | | |
| Suburb | |  | State |  | Postcode |  |

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| **A10** | **Contact details for main contact in Administrator Organisation** | | | | | | | | | | |
| Title | |  | | First Name |  | | | | Surname |  | |
| Position | | |  | | | | | Daytime phone | | | (0 ) |
| Mobile | | |  | | | Email |  | | | | |

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| **Applicant organisational structure** |

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| **A11** | | **What is the legal status of your organisation?** (Select only **ONE** box) |
|  | Land Council | |
|  | Aboriginal Corporation | |
|  | Aboriginal Community Group/Organisation | |
|  | Aboriginal Environmental Group (e.g. Landcare) | |
|  | Other (please detail) | |

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| **A12** | **How does your organisation function?** |
| Approximately how many members are there in your organisation? | |
| How does your organisation make decisions (e.g. Board, Committee, Quorum of members, Director): | |
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| Section B – Details of project |

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| **Project Planning** |

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| Questions B1-B2 relevant to assessment criterion 1 – ‘Tangible environmental benefits’ and criterion 2 – ‘Consistency with program aims and objectives’ |

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| **B1** | **Why is your project needed?**  Describe why the project needs to be done and how it will bring about a benefit to the environment (i.e. what is the environmental issue, what problem needs fixing or why does education need to be undertaken)  **Note:** to receive funding your project must have an environmental benefit. |
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| **B2** | **What do you hope to achieve?**  Write a short summary, in **100 words or less**, of what you hope to achieve through this project (i.e. what will success look like, what problem will be fixed, what education will be undertaken). **Please note:** this summary will be used by the Trust for all promotional material relating to the grant (i.e. media, web site etc.) |
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| Questions B3 – B16 relevant to assessment criteria 3, 4 & 5 – ‘Efficiency & effectiveness’, ‘Demonstrated ability to deliver the project to a high standard’ and ‘Value for money’ |

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| **B3** | **Who was, or is, involved in planning the project?**  Describe who you have talked with or still need to talk with/work with to get a better understanding of the problem(s)/issue(s), or to gain approvals/permits for your project(e.g. Landcare, Aboriginal Community Support Officers - CMAs, Local Councils, other environmental groups). |
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| **B4** | **Do you have a responsibility to undertake this work to meet legal requirements or conditions related to funding received previously?**  **Important note**: we **cannot** fund work that is your legal responsibility or obligation under previous funding agreements. You must select ‘no’ if your project is to be funded. | No |

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| **B5** | **Is this project part of a larger, on-going program?**  What is already being done about the issue and how does this project fit in or how is it different? |
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| **B6** | **Have you received, or applied for, any other funding from other organisations or grant programs to do work on this project or on this site?**  (If ‘yes’, please explain what funding you have, or have applied for, and how you will ensure this project is separate to the other work you’re doing or have done) | Yes  or No |
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| **B7** | **What activities\* will you undertake?** What are the main steps involved in your project? If your project is educational describe who you are educating (this is your target audiencee.g. local Aboriginal community, school children, wider Aboriginal community, visitors). See example page five of *Guidelines for Applicants*. | |
| Brief description of the main steps (activities) in your project.  ***Example:*** *Engage 3 contractors and approx 10 volunteers to undertake weed control works* | | Date that this activity will be completed by (e.g. December 2015) **or** time it will take to complete the activity (e.g. 3 weeks) |
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| **B8** | **If you are a Local Aboriginal Land Council, has your Board formally endorsed the lodgement of this application?** (If ‘no’, please explain why not. Evidence of approval must be provided prior to assessment of the application). | Yes  or No |
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| **B9** | **Please declare any real, potential or perceived conflict of interest that you may be aware of. This can relate to land ownership, employment, salaries and/or contractor payments.**  (refer to page six of the *Guidelines for applicants*) |
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| **B10** | **What will you do to maintain the project outcomes after funding finishes?**  (e.g. engage volunteer group/local bush care group to continue weed control on site monthly) |
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| **B11** | It is a condition of your grant that you have adequate insurance cover including public liability insurance of $10 million, workers compensation and volunteer insurance. Please provide details of your insurance(s) below. | |
| Company | |  |
| Policy No/s | |  |
| Coverage | |  |
| Currency (expiry date) | |  |

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| **Project Team** |

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| **B12** | **Who is involved in undertaking or managing the project?**  To ensure the project’s success please ensure that there are adequate levels of supervision, skills, knowledge and support available throughout the project.   1. Please ensure the role title (e.g. Project Manager, excavator operator, green team supervisor, etc.) listed here appears as the same title in the descriptions provided in the *Section C – Application Budget* so it is clear what the cost of each role is and what work they will be doing. 2. If you know who will be in the role, please provide their name/s, attach their CV and explain whether they are an existing staff member, a committee or a contractor. If you need to recruit a new person or tender for a new contractor then note that here and please attach the job description. It is expected that all staff employed on your project will be selected on merit. 3. Please provide information about what other experience they have in undertaking this kind of work and attach supporting evidence where possible. 4. Please also note whether they will be funded with the Grant funds (project budget) or by another source of funding or they are a volunteer. Make sure that ALL staff costs are listed in the Salaries and/or the Consultant/Contractor costs in the *Section C – Application Budget*, whether they are to be paid using Grant funds, Other Sources of funding (including real costs to your organisation or another organisation) or they are providing their time In-Kind to the project as a volunteer.   **Note:** for your project to be eligible for funding there must be a majority of Aboriginal people managing and guiding the project. | | | |
| **1. Role in Project**  (Title/Job/Function) | | **2. Who is  undertaking that role?** (Name/Organisation) | **3. Previous Experience** (Examples of other projects they worked on and role they performed) | **4. Funded By**?  (Grant/other sources/volunteers) |
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| **Project Location** |

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| **B13** | **Where will the project take place?**  If your project is doing on-ground restoration works, give exact site details, for example the name of town/property and a description of where the works will take place. Include the size of the area you will be working on and **attach an A4-size map** (for map requirements please refer to page eight of the *Guidelines for applicants*) |
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| **B14** | **Location of your project/organisation.**  Please provide the latitude and longitude. This can be taken directly from a map, or from Google Maps. Go to [Google Maps](https://maps.google.com.au/maps), 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. Please provide decimal degrees. For example: “150.45114, -35.11241” |
|  | **Latitude**        **Longitude** |

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| **B15** | **Who owns or has legal responsibility for the site?** Attach evidence of their support for the project and, where relevant, evidence of necessary permits. |
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| Section C – Application budget |

This part of the Application Form is a separate Excel document and can be downloaded from our website.

See Protecting our Places, [Application Budget](http://www.environment.nsw.gov.au/resources/grants/140047ApBudPP.xls).

Please **complete the Excel document and attach it to the back of this application form.**

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| Section D – Referees |

We require two referees whom we can talk to about you and your project, if necessary. Referees should be external to your organisation and able to attest to your organisation’s capability to undertake the project, or the merit of the project itself.

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| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Title/position |  | Title/position |  |
| Organisation |  | Organisation |  |
| E-mail |  | E-mail |  |
| Phone no | (0 ) | Phone no | (0 ) |
| Mobile no |  | Mobile no |  |
| Fax no | (0 ) | Fax no | (0 ) |

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| Section E – Authorisation |

**APPLICANT -** Include the names of **two** office-bearers in your organisation (e.g. Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application.

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| Name |  |
| Title/position |  |
| Organisation |  |
| E-mail |  |
| Phone no | (0 ) |
| Date |  |

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| Name |  |
| Title/position |  |
| Organisation |  |
| E-mail |  |
| Phone no | (0 ) |
| Date |  |

**ADMINISTRATOR -** (only necessary if the grant is being administered by another organisation)

Please provide **two** contacts within the administering organisation; including a senior manager who can confirm that the organisation is prepared to undertake the administrator role should the application be successful.

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| Name |  |
| Title/position |  |
| Organisation |  |
| E-mail |  |
| Phone no | (0 ) |
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| **Section F – Enquiries** |

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| **For any inquiries please contact:** | |
| Phone | (02) 8837 6093 |
| Email | [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au) |

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| **Section G – Submission details** |

Use the following checklist to make sure that your application is complete and accurately represents your project. You should read the *Guidelines for applicants*, particularly those sections covering the objectives of the Trust and the program, eligibility, assessment criteria and GST.

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| Submit your entire application by **email** (see below). **Do Not Post a Hard Copy.**  Answer all the questions in the application.  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.  Complete and attach the *Application Budget* spreadsheet **(Excel format)** – to this document.  Have your application authorised by the appropriately delegated person.  Attach all required supporting information: CVs **(curriculum vitae, maximum 2 page summary**), briefs and job descriptions, letter(s) confirming other funding. Additional information should be kept to a minimum. If your application refers to a large document, only include the relevant pages of that document i.e. title page, executive summary, relevant page/s.  DO NOT fax any part of your application.  Submit your application by the **closing date** **–** **5pm 30 May 2014**. | | |
| **Email to:** | [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au) | * Please email the **application form as a Word document -** **DO NOT PDF**. * Please email the **Application Budget** spreadsheet as an **Excel** document **- DO NOT PDF** * You can email attachments as Word, Excel or PDF documents. * **Please Note**: Emailed applications must not be larger than **10MB** including all attachments. * You may need to send more than one email to submit the entire application. Please ensure you use a consistent email title with an indication of the number of emails being sent (e.g. ‘*your organisation name* POP application - email 1 of 2’). * The Trust will acknowledge receipt of your email within two working days. If you have not received notification it is your responsibility to contact the Trust to make sure your application is received. |

**Any Application that is late, incomplete or not eligible will not be considered.**

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Email: [info@environmentaltrust.nsw.gov.au](mailto:info@environmentaltrust.nsw.gov.au) Website: [environmentaltrust.nsw.gov.au](http://www.environmentaltrust.nsw.gov.au/) OEH 2014/0018 January 2014