



Lead Environment Community Groups Program

Stream 2: Smaller Non-Government Organisations

Grants up to \$20,000 per year (Maximum \$260,000 in total over 3 years)

Application Form

Closing Date: 5.00 pm Friday 11 March 2016

General Information

- Please read the 2016 LECG [Program Guidelines](#) and [Application Guide](#) carefully before completing this application form as they contain important information on eligibility requirements and details on how to complete and submit your application.
- To complete this form you must have the latest **Adobe Acrobat Reader** installed, please visit the [Adobe website](#) to ensure you have the latest version. The answer boxes are set in size and will not accommodate additional text beyond the borders.
- **Do not use Acrobat Pro** – it will not save the data that you have entered onto the form.
- You must use **Adobe Reader**, and once detail is completed save your application and send as an email attachment.
- Submit your application by the closing date: 5.00pm Friday 11 March 2015.

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093
Email: info@environmentaltrust.nsw.gov.au

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

Published by:
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Fax: (02) 9995 5999
TTY: (02) 9211 4723
Email: info@environment.nsw.gov.au
Website: www.environment.nsw.gov.au

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au
See also www.environment.nsw.gov.au

Section 1 – Applicant details

1.1 Name and details of organisation

Legal name of organisation	<input type="text"/>		
Business trading name	<input type="text"/>		
ABN	<input type="text"/>	Registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/> Post Code <input type="text"/>
Street address (if differs from postal address)	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/> Post Code <input type="text"/>
Phone	<input type="text"/>	Website	<input type="text"/>
Email	<input type="text"/>		

1.2 Contact person

Title	<input type="text"/>	First name	<input type="text"/>	Surname	<input type="text"/>
Position/title	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>				

1.3 Details of office bearers

President/Chair/CEO	<input type="text"/>
Vice President/Deputy Chair	<input type="text"/>
Treasurer	<input type="text"/>
Secretary	<input type="text"/>

Section 2 – Response to assessment criteria

Criterion 1: Consistency with the LECG program eligibility requirements

2.1.1 Lead organisation justification

Outline why your organisation should be considered a lead environmental community group in NSW.

2.1.2 Not-for-profit status

Are you a non-government, not-for-profit organisation? Yes No

Does your organisation prepare annual, audited, financial statements? Yes No

2.1.3 Objectives

Purpose, objective or mission statement of your organisation
(40 words max)

Does your organisation have the protection and enhancement of the environment as one of its primary objectives? Yes No

How long has your organisation existed?

2.1.4 Membership information. Is your organisation (please tick as appropriate):

Made up of at least **30** individual financial members, with voting rights? Number of members

and/or

Made up of at least **5** affiliated bodies with an aggregated member of over 200?
(If so, you must provide details of affiliated bodies)

Have membership numbers changed in the last 12 months? (Please tick correct option)

No change Increased Decreased

2.1.5 Geographical scope of your organisation

a. What type of organisation are you?

- National i. Multi-focussed national umbrella organisation
 ii. Nationally representative of a specific environmental activity

OR

- State i. Multi-focussed national umbrella organisation with state-wide coverage
 ii. Representative of a specific environmental activity across NSW

b. Please provide details of the area covered by your organisation's work activities.

- d. What percentage of your organisation's activities is undertaken within NSW? %
- e. How many active programs do you manage within NSW?
- f. What is the total value of these programs? \$
- g. Number of employees within NSW

2.1.6 Community involvement

a. Does your organisation involve volunteers and members in its normal activities? Yes No

b. How many volunteers and members are involved in the activities of the organisation?

c. What areas of the organisation's activities are volunteers and members involved?

d. Describe how and to what extent your organisation (in its general operations) involves and benefits the community, in the context of the Government's environmental priorities.

Criterion 2: Proven environmental and educational needs and tangible environmental benefits

2.2.1 What environmental issues are you addressing?

2.2.2 What are you planning to do to address those issues?

Describe the community education and/or capacity building program that will be supported by this grant in 100 words or less. (Please note this will be used for all promotional material relating to the grant)

2.2.3 Why is your community education and/or capacity building program needed?

(Describe gaps in current awareness, knowledge, skills and/or behaviours).

Criterion 3: Appropriateness of proposal

2.3.1 LECG objectives

Please describe how your organisation's community education and/or capacity building program is consistent with the LECG Program objectives.

1. **Actively involving the community in projects to protect and enhance the natural environment.**

2. **Raising community awareness and understanding of, and gathering information on, environmental issues with a view to bringing about behaviour change across the community.**

3. **Empower the local community to take an active role in decision-making by building community skills and capacity and providing a greater sense of community ownership of our environment.**

4. **Assist the community to deliver activities that support the government's state-wide environmental policies.**

2.3.2 Program planning

Program objective 1	
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What will success look like if you achieve this objective?	
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Major activities	Expected outcomes	How will progress be measured?	When will it happen?

Program objective 2	
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What will success look like if you achieve this objective?	
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Major activities	Expected outcomes	How will progress be measured?	When will it happen?

2.3.3 Target audience and proposed engagement methods

Please identify the target audience for your education and/or capacity building program, and the engagement methods you plan to use to reach them.

2.3.4 Innovation, avoidance of duplication and collaboration

Outline any innovative aspects of your proposed program.

Provide evidence that similar or existing programs/products are not being duplicated.

Provide details of any collaboration with other organisations involved with this proposal.

Criterion 4: Ability of the organisation to deliver the program to a high standard

2.4.1 Previous experience

Briefly outline the previous experience held by your organisation in undertaking programs of a similar nature to the one proposed in this application.

2.4.2 Who is involved in undertaking or managing the program?

Role in project (job/function)	Who is undertaking that role? (name/organisation)	Previous experience	Funded by

2.4.3 Other grants currently being sought.

Provide details of **all grants** that your organisation has or intends to apply for during the funding period that will also support your organisation's **education and/or capacity building** activities.

Name of department/authority	Name of program	Financial year	Amount \$

2.4.4 Other sources of income

Provide details of income from other sources (such as trusts, membership fees, donations, other grants etc.) for the last complete audited financial year.

Year	Source	Amount \$
	TOTAL	

Criterion 5: Efficiency (value for money) and effectiveness

2.5.1 Program expenses, funding requested and your co-contribution (include all expenses, not just those you wish covered by LECG)

Expense category	Description/detail	LECG funding requested \$			Your contribution (Including in-kind)	Total project value
		2016	2017	2018		
Education materials						
Workshop/seminars						
Other events						
Media/promotion						
Website/social media						
Printing/publication						
Program staff (salary/on costs)						
Staff training						
Capital equipment						
TOTAL		\$	\$	\$	\$	\$
		\$				

Your co-contribution must be at least 50% of Total project value

2.5.2 Complete the project measures that you hope to achieve over the life of the project.

This allows you to demonstrate what outputs will be delivered as part of your project and to show your progress at different stages. The Trust has a list of [standardised project measures](#) on their website which may be relevant for your project.

Project measure	Total projected (this is what you aim to achieve by undertaking an activity, e.g. number of participants, workshops, etc.)

2.5.3 What are some of the potential risks that could hinder progress of your activities and how will you manage them?

Risk factor	How risk will be managed

2.5.4 What strategies will you use to continue to maintain support and achieve the outcomes of this program after Trust funding ceases?

2.5.5 Please provide details of your insurances

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.

Company

Policy number(s)

Coverage

Currency (expiry date)

Section 3 – Declaration of applicant

I, the undersigned, or whose name and details appear below, certify that:

- The information contained in this application and its supporting material is true and correct to the best of my knowledge; and
- I acknowledge that my application will not be accepted if it is late, faxed or incomplete, including not having all required supporting material attached; and
- I have the approval and authority of my organisation in submitting this application.

.....

Electronic signature of authorising officer

Title First name Surname

Position

Section 4 – Application feedback

Please provide some feedback on your experience with applying to the LECG program. All feedback will be collated to provide overall picture and used to assist development of future Environmental Trust documentation.

4.1 Time taken to develop your project

- Less than 5 hours 5 – 20 hours 20 - 40 hours More than 40 hours

4.2 Time taken to complete the application form

- Less than 2 hours 2 – 5 hours 5 – 10 hours More than 10 hours

4.3 Difficulty completing the application

- Very easy Easy Moderate Difficult Very difficult

4.4 Any other comments

Section 5 – Submission details

Use the following checklist to make sure that your application is complete. You should read the 2016 LECG [Program Guidelines](#) and [Application Guide](#), particularly those sections covering the objectives of the Trust and the program, eligibility, assessment criteria and GST.

<ul style="list-style-type: none"> Complete all sections of the application form in consultation with the 2016 LECG Application Guide. Where you need to provide more information, you can provide attachments for specific questions. Please reference these back to the question number (i.e. 2.1.3 or 2.3.3 etc.). Have the application form authorised by the appropriate officer on behalf of your organisation. Keep a copy of the application for your records. Submit your entire application by ONE of the methods below. (DO NOT Email AND post). Email is the preferred option. Do not fax any part of your application. Submit your application form and all other documents by the closing date 5:00 pm Friday 11 March 2016 		
<ul style="list-style-type: none"> Do not ZIP your application. Email subject line must use this format: <i>Organisation Name – LECG</i>. Only one application per email. If more than one application is being submitted, number the emails accordingly, i.e. adding Application 1, Application 2 etc. after the LECG. Application form must be sent as the PDF smart form. Name your form ONLY as: <i>Organisation Name and application, number if more than 1</i> The budget spreadsheet must be sent as an Excel spreadsheet - DO NOT PDF. Name your document ONLY as: <i>Application Budget</i>. Attachments can be emailed as Word, Excel or PDF documents only. PDF is preferred, naming each as Attachment No., i.e. Attachment 1, Attachment 2 etc. Ensure you email your entire application, including all attachments. <p>Note: Emailed applications must not be larger than 10MB including all attachments. If your application exceeds 10MB, save all forms and documents to a USB and post (see below).</p>		
Email to:	apply@environmentaltrust.nsw.gov.au	
Post to:	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> No hard copies will be accepted. If your application exceeds 10MB, you may submit all your forms and supporting documents on a USB. Hardcopies will not be accepted.

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