NSW Environmental Trust's Protecting our Places Program

2023 Application Form

Closing date: **5pm Friday, 24 March 2023**

Important information

- It is **essential** that you read the 2023 Protecting our Places (POP) Application Guide because this will help you complete the application.
- To complete this form, you **must have** Adobe Acrobat Reader DC installed. This is free to download.
- The form will need to be saved each time it is closed and re-opened to complete. Once details are complete, save your final application and send as an email attachment.
- Answer every question. Where a question does not apply to your proposal, write 'not applicable' or briefly explain why.
- Two maps, one Project Location Map and one Project Works Map, must be attached to your application:
  o The Project Location Map locates your site within a regional context and should include a scale bar,
  o The Project Works Maps indicates what work you want to do during your project and where this work will occur. It must include a scale bar, even an approximate scale bar is OK. This helps us understand the size of your proposed works. If your proposed works extend over more than one site, please attach a Project Works Map for each site.
- Additional attachments, such as a land management plan, should be included if you consider they enhance the merit of your application.
- Section E of this application form provides a checklist for you to review before emailing your application and attachments to **apply@environmentaltrust.nsw.gov.au** by the closing date: **5pm Friday 24 March 2023**.
- All applicants will be advised by the Trust if they are successful or unsuccessful. Unsuccessful applicants will be provided feedback to help improve their future applications.
- Successful applicants will receive project management support and training during the mandatory face-to-face regional workshops conducted at the start of their project.

  Applications that are late, incomplete, or ineligible will not be considered.

Enquiries

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

Part A: About your organisation and people

Refer to section **Part A: About your organisation and people** of the **Application Guide** refer to Section 1.5 – More Information for the link).

A1	Applicant details

Contact person

Organisation

ABN   Registered for GST ☐ No ☐ Yes

Postal Address

Suburb   State   Post code

A2	What is the legal status of your organisation?

Select **one** only.

☐   NSW Local Aboriginal Land Council

☐   **NSW Registered Native Title Body Corporate** Indigenous Corporation Number:
    (Web link: *NSW Registered Native Title Body Corporate*)

☐   **Aboriginal non-profit incorporated organisation**
    Indigenous Corporation Number:
    (Web link: *Aboriginal non-profit incorporated organisation*)

☐   **NSW Incorporated Association*** Incorporation Number:
    (Web link: *NSW Incorporated Association*)

☐   **A non-distributing NSW Co-operative*** Co-operative Registration Number:
    (Web link: *A non-distributing NSW Co-operative*)

☐   Unincorporated Aboriginal organisation/group supported by an external manager**

☐   Other (please detail)

* If you are an Association or Co-operative you will need to provide a copy (as an attachment to your application) of your organisation's objectives/mission statement confirming the organisation's activities seek to provide benefits for and participation from Aboriginal people and communities – see **Eligibility** section of the **Program Guide** for more information.

** If you are a community group that is not incorporated, you must nominate an external manager to auspice grant funding on your behalf – see **Eligibility** section of the **Program Guide** for more information and fill in the external manager details at section A5.

A3	Has this application been endorsed by your organisation's governing body/board?
	Written confirmation that your body/board is aware of the project and their endorsement is required. It is important for them to confirm their understanding and commitment to support the proposed activities. **Note: failure to include a Letter of Endorsement without a reasonable reason may impact the assessment of your application.**

☐ No   ☐ Yes   If yes, attach the Letter of Endorsement to the grant application (refer to Section 1.5 – More Information for the link of a Sample Letter of Endorsement).

If no, please explain why? e.g., the Board is due to meet next month, only recently became aware of the funding opportunity, etc.

A4	Who is the applicant's primary contact?

Name	
Title/Position	
Organisation	
Email	
Phone		Mobile	

A5	Who has authorised this application?

Include the details of an office-bearer in your organisation (e.g., General Manager, Chairperson, Chief Executive Officer) who can confirm the accuracy of this information and can authorise the application.

Name	
Title/Position	
Organisation	
Email	
Phone		Mobile	

External manager authorisation (if applicable)

If you intend on appointing an external manager to manage the grant funding (i.e,.auspice funds on your behalf), include the details of an office-bearer (e.g., General Manager, Chairperson, Chief Executive Officer, or Executive Officer) who can confirm the accuracy of the information within the application and can commit the organisation to the grant, if awarded. This person will be a contact for the project.

Organisation	

ABN		Registered for GST	☐ No ☐ Yes

ICN (if applicable)	

Postal Address	

Suburb		State		Post code	

Title		First name		Surname	

Position	

Phone		Mobile	

Email	

A6	**Current status of your organisation?**
How does your organisation make decisions? (e.g., board, committee, quorum of members, director)	

Office bearers	President/Chair/CEO	
	Treasurer/CFO	

Number of years trading	

Number of full-time employees		Number of part-time employees	

If you are a membership-based organisation, approximately how many members do you have?	

A7	Insurance

It is a condition of your grant that you have adequate insurance cover including public liability insurance of $10 million (minimum), workers' compensation and volunteer insurance. Please provide details of your insurance below:

	Public liability	**Workers' Compensation**	**Volunteer**
Company			
Policy numbers			
Coverage			
Currency (expiry date)			

A8	Has your organisation previously received Environmental Trust funding?

☐ No   ☐ Yes   If yes, please provide reference numbers and/or project title

Program	**Reference number**	**Project name**	**Amount $**	**Status**
				Choose an item.
				Choose an item.

A9	Has your organisation received grant funding for this project site from a body other than the Trust?

☐ No   ☐ Yes   If yes, please provide details

Funding source	**Year**	**Amount $**	**Status**
			Choose an item.
			Choose an item.
			Choose an item.

Part B: About your project

1.1   Tangible environmental outcome

B1	Project title (maximum of 100 characters including spaces)

B2	Project summary – tell us what your project is about

B3	Project Location and Map - where will the project take place?

Local Aboriginal Land Council		**What is my LALC area?** (Web link: *What is my LALC area?*)
Local Land Services region		**What is my LLS area?** (Web link: *What is my LLS area?*)
Local Government Area		**What is my local Council?** (Web link: *What is my local council?*)
State electorate		**What is my State Electorate?** (Web link: What is my state electorate?)

Provide location information for your project. Decimal degrees can be determined by accessing **Google maps** (refer to Section 1.5 – More Information for the link), navigating to your project site and right-clicking on 'What's here?'

Latitude (decimal degrees) [ ]   **Longitude** (decimal degrees) [ ]

A **Project Location Map** shows the project boundaries within a regional context. It should include major regional landmarks, such as rivers, major roads, towns or cities, and national parks, as well as standard inclusions like a scale, north point, and legend. It allows the Technical Review Committee to understand where the project is located within the landscape and how it will interact with other environmental assets.

Please refer to the **Guide to developing maps for NSW Environmental Trust grant applications** (refer to Section 1.5 – More Information for the link) which offers a step-by-step guide to prepare appropriate maps using **NSW Spatial Viewer** to assist your preparation.

Attach your **Project Location Map** and mark it Attachment 1.

B4	Project Works Map – to show what works will occur on-site

A **Project Works Map** must be submitted with your application. It is specifically focussed on your project site and should provide a clear picture of your project's activities and/or work zones. It is also very important to include standard mapping elements such as a scale, north point, and legend. These will allow the Technical Review Committee to clearly understand what and where you are planning for your project activities. It is good to think of the map as a visual representation of all the words you've written in your application.

Please refer to the Trust's **Guide to Preparing Application Maps** (refer to Section 1.5 – More Information for the link) which offers a step by step guide to prepare an appropriate map using **NSW Spatial Viewer** to assist your preparation.

Attach your Project Works Map and mark it Attachment 2.

B5	Land ownership - who owns the land and/or holds a lease over the land?

Who owns the land where the proposed works will take place?

Owner:

If a lease exists, who is the lease of the land where the proposed work will take place?

Lease holder:

Do you have written approval/permission from the landowner, manager and/or leaseholder to undertake works on the site? Written approval in the form of a Letter of Support should be attached with the application (refer to Section 1.5 – More Information for the link):

Landowner ☐ Yes ☐ No

Leaseholder ☐ NA ☐ Yes ☐ No

If no, please explain why? e.g., will gain approval when the Board next meets etc.

1.2 Project justification

Clearly describe the environmental issue you are addressing and explain its significance to the NSW environment. Use evidence to demonstrate that there is a strong need for action. More information can be found in the 2023 POP **Program Guidelines** (refer to Section 1.5 – More Information for the link to the document).

B6	What are the environmental issues or problems you want to address?

B7	What knowledge or information do you have about the issues or problems? Please include any information about the Cultural significance of the site.

B8	What studies, reports, assessments, or management plans exist for the site and/or the environmental issues? Please note, evidence is not essential.

Document title and date	Who is the author?	What part of the document does your project relate to and how will it address the environmental issue and/or meet a target.

B9	What work do you want to do? List activities in the sequence you plan to undertake them.

B10	What environmental benefits do you want to achieve? Please also include the cultural benefits here.

B11	**Mandatory Project Management Workshops**

Successful Grantees are required to undertake mandatory project management workshops facilitated by the Trust, where support to fully develop their project plan is provided.

These workshops occur over two orbits, both two-days in duration:

- Orbit 1 is scheduled for **September/October 2023**
- Orbit 2 is scheduled for **October/November 2023**

The workshops are conducted in regional locations depending on the location of successful grantees.

Each grantee can nominate at least two attendees. The workshops should be attended by the people who will manage or have direct involvement in the project. Elders and/or project partners are welcome to attend at any stage of the workshop series.

Name of attendee	
Name of attendee	

B12	**Is the protection of a specific threatened species the primary focus of your project?**

☐No ☐ Yes If Yes, list the species you wish to focus on in your project, in priority order.

For assistance go to the **Saving our Species Threatened Species profile search** page (refer to Section 1.5 – More Information for the link) or the **DPE Threatened Species web site** refer to Section 1.5 – More Information for the link).

No.	Common name	Scientific name	NSW conservation status

B13	**Will your project be carried out in a threatened ecological community?**

☐No ☐Yes If Yes, list the community impacted by your project and how you found out about them (e.g., plan of management, DPE mapping).

Further instructions on how to locate threatened ecological communities near your project, is outlined under **Part B** of the **Application Guide** (refer to Section 1.5 – More Information for the link).

No.	Common name	Scientific name	NSW conservation status

| B14 | Is this project part of a larger, on-going program? |

☐ No ☐ Yes   If yes, briefly explain the linkages between this project and your overarching program.

| B15 | Are the environmental issues, or the activities proposed, core business or the legal responsibility of any person or organisation involved in the project? |

☐ No ☐ Yes **Note:** the portion of the project that is core business is not eligible for funding. However, funding may be available for the parts of the project that are not core business.

1.3 Capacity to deliver

Refer to **Part B - 1.3 – Capacity to deliver** of the **Application Guide** (refer to Section 1.5 – More Information for the link).

B16 Collaborators			
List up to four key people/organisations who will work with you to deliver this project and their roles and responsibilities. Others may be identified during Stage 1 Planning. Letters of support need to be prepared by each project partner or key stakeholder fundamental to the delivery of your project need to be prepared. If not included with the application, there will be an expectation that this letter will be provided with the Stage 1 Planning progress report.			
Person's name, position, and group/organisation	Reason for involvement	Intended role in project design and/or delivery	Letter of support confirming participation included Yes/No
			Choose an item.
			Choose an item.
			Choose an item.
			Choose an item.

B17   Experience

Briefly outline your organisation's experience with similar projects. **Note**: experience is not essential as support will be provided during the project management workshops.

B18   Please declare any real, potential, or perceived conflict of interest

This can relate to any aspect of the proposed project. For example, agreeing to pay a family member or close friend to manage the project without any recruitment, seeking quotes or actively looking for other contractor/s or people capable of doing the work.

1.4   Indicative project budget

Refer to **Part B: 1.4 - Indicative project budget** of the **Application Guide** (refer to Section 1.5 – More Information for the link).

B19	Please provide an indicative budget breakdown of the funding you are seeking

Planning and Implementation budget estimates – a detailed budget will be prepared during the project management workshops. Budget considerations for inclusion:

- Funds to employ a Project Manager for Stages 1 and 2 should be included
- Funds for an end-of-project audit are mandatory
- Applicants are encouraged to consider inclusion of funds for an Elder engaged as Project Ambassador.

Stage One – Planning (maximum $12,000) Expenditure item	Estimated funds sought from the Trust $	Estimated contribution by others $
When entering dollar amounts below, **please do not enter the comma or $ sign**, so that the auto-sum feature will calculate total amount for you. (e.g., $10,000 should be entered as 10000)		
EXAMPLE: Community meeting including catering and venue hire	1000	200
Elder (Project Ambassador) (calculated by allocating an hourly rate & multiplying by total number of hours)		
Project Management (capped at up to 30% of the total project value and includes salary and salary on-costs)		
Stage 1 Planning Total	$	$

Stage Two – Implementation/on-ground activities (maximum $68,000) Expenditure item	Estimated funds sought from the Trust $	Estimated contribution by others $
When entering dollar amounts below, **please do not enter the comma or $ sign**, so that the auto-sum feature will calculate total amount for you. (e.g.,$10,000 should be entered as 10000)		
Elder (Project Ambassador) (calculated by allocating an hourly rate & multiplying by total number of hours)		
Project Management (capped at up to 30% of the total project value (includes salary and salary on-costs)		
Mandatory independently audited financial statement	$	
Stage 2 Implementation Total	$	$
Total Project Value: **Stages 1 and 2** **Note: Trust funds maximum $80,000**	$	$

1.5 More Information

- 2023 Program Guideline
- 2023 Application Guide
- 2023 Sample Letter of Support and Tips (Protecting Our Places)
- 2023 Sample Letter of Endorsement and Tips (Protecting Our Places)
- Department of Planning and Environment Threatened Species webpage
- Google maps
- Guide to developing maps for NSW Environmental Trust grant applications
- NSW Aboriginal Corporations
- NSW Incorporated Associations
- NSW Registered Native Title Body Corporates
- Non-distributing NSW Co-operatives
- Saving our Species Threatened Species profile search

Part C: Referees

Refer to **Part C: Referees** of the **Application Guide** (refer to Section 1.5 – More Information for the link).

Please provide details of two referees outside of your organisation who we can talk to about your organisation and your project.

Referee 1	
Name	
Title/Position	
Organisation	
Email	
Phone	Mobile

Referee 2	
Name	
Title/Position	
Organisation	
Email	
Phone	Mobile

Part D: Application feedback

Please provide some basic feedback on your experience with applying to the Protecting Our Places program. The Trust uses feedback to improve its processes and future program documents.

1.	Where did you hear about the program?

☐ Newspaper advert	☐ Email from the Trust	☐ Trust website
☐ Web search	☐ Colleague or other contact	☐ Specialist/professional network
☐ Other		

2.	Time taken to develop your project (including negotiations with collaborators)

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

3.	Time taken to complete the application form

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

4.	Difficulty completing the application

☐ Very easy	☐ Easy	☐ Moderate	☐ Difficult	☐ Very difficult

5.	Do you have any suggestions for improvements or issues you would like to raise?

Part E: Application submission

Use the following checklist to make sure that your application is complete and accurately represents your project. It is recommended that you read the **Program Guideline** and **Application Guide** to make sure your application is consistent with the program objectives and rules, particularly those sections covering the eligibility and assessment criteria.

Is your application complete?

☐ Answer all questions in the application form

☐ Type only in the spaces provided in the form. The boxes provided for answers to questions are a set size; the boxes should not expand to accommodate additional text if you continue to type beyond the bottom of the text box. Text that is not visible in the text box will not be considered.

☐ Attach an A4-size Project Location Map (including a scale) as Attachment 1.

☐ Attach an A4-size Project Works Map (including a scale) as Attachment 2.

☐ Has your application been authorised by the appropriately authorised person?

☐ Have you included your Letters of Support from project partners/stakeholders?

☐ Have you included the Letter of Endorsement from your organisation's governing Body/Board?

☐ Name your Application Form as: Organisation Name – POP Application.

☐ Submit your entire application by Email. Postal or faxed submissions will not be accepted.

☐ Only submit one application per email. Email subject line must be: Organisation Name - POP Application.

☐ If you are submitting two applications, number them accordingly (i.e., 1 or 2).

☐ Do not ZIP your application documents. ZIP files will not be accepted by the Trust.

☐ Application forms must be sent as PDF.

Email to: **apply@environmentaltrust.nsw.gov.au**

Closing Date: **5pm Friday, 24 March 2023**

Applications that are late, incomplete, or ineligible will not be considered.