Department of Planning, Industry and Environment  
Coastal and Estuary Grants Program  
Application for financial assistance 2019-20 Significant   
Open Coast Hazards

**Closing Date: 30 June 2020\*\***

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| **General information** |

1. You will need the *Guidelines for Applicants 2019-20 – Coastal and Estuary Grants Program* prepared by the Department of Planning, Industry and Environment to help you fill out this application form. Guidelines are available on the [Department website](https://www.environment.nsw.gov.au/coasts/coastalgrants.htm).
2. To complete this form electronically, click in the shaded boxes and enter the required information. A cross in a box is equivalent to a tick.

**\*\*For eligibility to apply under this funding application please refer to the Guidelines. If eligible, council may apply at any time throughout the year for works that cannot wait until the next funding round.**

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| **1** | **Project title** (maximum of 80 characters including spaces) |
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| **Applicant details** |

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| **2a** | **Name of organisation** |  |

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| **2b** | **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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| **2c** | **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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| **2d** | **Coastal Zone Management Plan or Coastal Management Program for the project area** Select only **one** of the following |
|  | Completed and Certified Coastal Zone Management Plan or Coastal Management Program  If completed, please provide a web link to the document |
|  | Completed Coastal Management Program submitted for certification |
|  | No Coastal Zone Management Plan or Coastal Management Program **(ineligible to apply)** |

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| **2e** | **Is the project a recommended action in a Coastal Zone Management Plan or Coastal Management Program?** | Yes  or No |
| If **yes**, provide details, including priority and how it supports the Coastal Zone Management Plan or Coastal Management Program objectives, does the project address high risk or legacy issues? | | |
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| **Project details** |

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| **3** | **If applying for funding outside the advertised funding round, please detail why these works cannot wait until the opening of the next funding round** |
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| **4a** | **Project activity** Select only **one** from the following. | | |
| **These activities are required to be priorities in a certified Coastal Zone Management Plan or Coastal Management Program** | | | |
|  | Dredging for environmental benefit\* |  | Habitat restoration and/or conservation including revegetation and erosion control |
|  | Design and implementation of erosion reduction or management structures\* |  | Beach nourishment\* |
|  | Beach scraping |  | Formalise or reduce the number of beach access points to reduce environmental damage/impact |

\*You must have completed Investigation and Design for infrastructure works valued at over $500,000 total project cost prior to applying for funding. See guidelines for what is required where total project costs will be $1 million or more.

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| **4b** | **If the applicant is intending on undertaking infrastructure works, has investigation and design for the works been completed?** | Yes  or No |

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| **4c** | **If the applicant is intending on undertaking works (where the total project cost is $1 million or more), has a Cost Benefit Analysis for the works been completed?** | Yes  or No |

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| **4d** | **If the applicant is intending on undertaking works (where the total project cost is $1 million or more), has a Distribution Analysis for the works been completed?** | Yes  or No |

If you have indicted yes to question 4b, 4c and 4d then these should be attached to the application

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| **6** | **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 application must be ready to start within six months of the project being applied for * Project duration cannot exceed 36 months * Please make sure the dates are the same as those in the project plan at question 20 |
| Proposed completion | |  |

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| **7** | **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 landmarks. |
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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, State 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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| **8** | **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 the Department for all promotional material relating to the grant |
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| **9** | **Budget overview.** Please make sure these amounts match those in the project plan (More details must be provided in the project plan at question 21.)  Table below must include all funding sources. Partner contributions must be removed from the whole project cost prior to applying the funding ratio.  **Please refer to the guidelines to determine the appropriate funding levels i.e. for parts of the projects that reduce coastal hazards and those that do not.** | | | | | |
|  | | **Applicant’s contribution** (excluding GST) | **Partner contribution** (excluding GST) | **Grant amount sought** (excluding GST) | **Total amount** (excluding GST) | **Funding  level sought** (Public benefit derived from the Distributional Analysis and Cost Benefit Analysis) |
| **Funding sought for works that directly reduce/mitigate significant coastal hazards** | | **$** | **$** | **$** | **$** | % |
| **Funding contribution towards private works that may have some broader state benefit** | | **$** | **$** | **$** | **$** | % |
| **Additional elements of the project that do not directly reduce/mitigate coastal hazards** | | **$** | **$** | **$** | **$** | % |
| **Total** | | **$** | **$** | **$** | **$** | % |

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| **10** | **Funding contribution towards private works that may have some broader public benefit**. A maximum of 10% to be equally matched by Council can be applied. Please provide a detailed justification of the benefits of the proposed private asset protection works. |
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| **11** | **Other funding** Do you have/or have you had any funding 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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| **12** | **What is the background of the issue and demonstrate the need for the project?**  Specify why funding is needed for this project. |
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| **13** | **Beyond being a Significant Coastal Hazard, 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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| **14** | **What will the project achieve?**  Briefly outline the outcomes and objectives, impact or benefits (including any environmental benefits or improvements to resilience and adaptation to mitigate climate change) of the project i.e. its success. If your project includes recreational amenity elements, please outline how they are integrated and support environmental outcomes.  **Note:** if your application is successful you will need to report against these outcomes in your final report. |
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| **15** | **What will be the outcome if the project is not undertaken?**  Briefly outline the likely outcomes of inaction at this project site. |
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| **16** | **What are the long-term management objectives for this site?** |
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| **17** | **What are the public benefits from this project?** |
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| **18** | **How many businesses will be impacted by this project and how?** Briefly outline the number of businesses that will be directly impacted (both positively and negatively) by this project and what these impacts will be. |
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| **19** | **How many people use this site?**  Briefly outline the number of people who visit this site (both during peak times and outside of peak times) and what the site is used for. |
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| **20** | **How many residential dwellings will be impacted by this project and how?** Briefly outline the number of residential dwellings and residents that will be directly impacted (both positively and negatively) by this project and what these impacts will be. |
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| **21** | **Project plan**  Please be realistic about the dates and costs you provide in your project plan and ensure that they match the completion date provided under Question 6 and the total funds requested at Question 9. If your project is valued at over $500,000 it is expected that the project will have at least six very detailed milestones, for projects under $500,000 there should be at least four very detailed milestones.  **Note: Significant detail on how the project will be delivered is required as this is a key area used by assessors to determine how the project has been planned and delivered.**  If you are awarded a grant, you will need to expand this plan to include projected outputs. |
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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Milestone** (e.g. site preparation; completion of primary weeding; secondary weeding; revegetation; community consultation; site establishment; construction of x metres of seawall) | **Activities** (e.g. form steering committee; community consultation/workshops; undertake primary revegetation/weeding; maintenance or monitoring) | **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** (see guidelines for details on funding ratios) GST exclusive | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  |  | $ |  | $ | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  | **Total estimated project cost (all contributions)** | | | $ | | |  | **Grant amount sought**  **(must align with amount at Question 9** | | | $ | | | |

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| **22a** | **Outline council capacity to deliver the project efficiently and list any in kind support that will be provided to the project**  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, preconstruction work, community consultation or approvals. |
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| **22 b** | **Does council agree to maintain the project?** | Yes  or No |

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| **22 c** | **Outline council capacity to maintain the project? How are ongoing maintenance (and offsite impacts) to be managed and funded?** |
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| **23** | **Does council 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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| **24** | **Has technical advice been provided by a relevant Department officer?** | Yes  or No |
| If yes, provide the name of the Department officer, and the nature of advice provided. | | |
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| **25** | **To what level is the project supported by the community?** |
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| **26** | **Are the proposed works on:**  Public land?  Privately owned land? | Yes  or No  Yes  or No |
| Please provide details, if applicable. | | |
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| **27** | **Do the proposed works have landowner consent?** | Yes  or No |
| If yes, provide details. | | |
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| **28** | **Have the proposed works been approved in accordance with the *Environmental Planning and Assessment Act 1979*?** | Yes  or No |
| If yes, provide details. If no, briefly outline timetable for obtaining approval. | | |
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| **29** | **Have all necessary statutory approvals/licences been acquired to  facilitate the works?** | Yes  or No |
| If yes, provide details. If no, outline timetable for obtaining approvals. | | |
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| **30** | **Are there any outstanding legal, social, environmental or cultural heritage issues impacting on the implementation of the proposed works?** | Yes  or No |
| If yes, provide details and anticipated time to resolve them. | | |
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| **31** | **Will all elements of the project be undertaken by contract after calling competitive tenders?** | Yes  or No | |
| If no, the applicant **must provide** justification for this and this must provide justification of how this will result in a more cost-effective outcome or increase internal capacity. This applies to all works under this project. | | |
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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 *Guidelines for Applicants 2019-20 – Coastal and Estuary Grants Program.*

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 the 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 spell check your application (the Microsoft Word spelling and grammar function is disabled in this form).  Enter the **State** (not federal) electorate(s) at Question 7.  Enter monetary amounts in full, i.e. $10,000 not $10k.  Check the budget amounts outlined in the project plan at Question 21 is consistent with the Budget Overview at Question 9.  Have the application authorised by the appropriately delegated person.  If council decide to undertake the project in-house at a later date you will need to submit a variation request, therefore it is in council’s best interest to address Question 31 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). | | |
| **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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| **Budget overview (OFFICE USE ONLY – not to be completed by the applicant)** | | | | |
| **Financial Year** | **Applicant’s contribution** (excluding GST) | **Grant amount sought** (excluding GST) | **Total Project cost** (excluding GST) | **Funding  level sought** | |
| 2019-20 | **$** | **$** | **$** | % | |
| 2020-21 | **$** | **$** | **$** |
| 2021-22 | **$** | **$** | **$** |
| 2022-23 | **$** | **$** | **$** |
| **Total** | **$** | **$** | **$** |

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