

Restoration and Rehabilitation

2016/17 Application Form

Closing Date: 3pm Monday, 26 September 2016

General information

- To complete this form you must have **Adobe Acrobat Reader XI** installed. You can download the latest version from the [Adobe website](#).
- 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.
- Refer to the [How to Guide](#) and [Program Guidelines](#) prior to completing the application form.
- Please answer every question.** Where a question does not apply to your proposal, write 'not applicable' or preferably briefly explain why.
- Attachments should not be included unless they are considered essential.
- Email your application to the Trust by the closing date: **3pm Monday 26 September 2016**.

Applicant organisation *	
Project title *	
Funding requested *	
<p>Project description.</p> <p>Please provide a 100 word, maximum, summary of your project. This summary will be used to promote your project on the Environmental Trust website, and media releases.</p>	

* These fields will auto populate in the form

Enquiries

NSW Environmental Trust

Telephone: (02) 8837 6093

Email: info@environmentaltrust.nsw.gov.au

Part A: Registration

Refer to page 4 of the [Guidelines](#).

A1 Applicant organisation's details

Organisation name			
Organisation website			
ABN		Registered for GST	
Postal Address			
Suburb		State	Post code

A2 Primary contact for the project (for all correspondence)

Title		First name		Surname	
Position					
Phone		Mobile			
Email					

A3 What is the legal status of your organisation? (Select **ONE** only)

Community group	Local government
Not-for-profit organisation	Regional organisations of councils
Incorporated association	Other local-government controlled organisation
Private business/industry	State government agency or body
Company limited by guarantee	Other (please specify below):

A4 Insurance

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 below:

	Public Liability	Workers Compensation	Volunteer
Company			
Policy numbers			
Coverage			
Currency (expiry date)			

A5 Has your organisation previously received Environmental Trust funding?

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

Program	Reference number	Project name	Amount	Status

A6 Has your organisation received grant funding for this project site from a body other than the Trust?

Yes No If yes, please provide details.

Funding source	Year	Project name	Amount	Status

If you are a state or local government organisation, proceed to question B1.
All other organisations must complete questions A7 and A8 to A9 (if applicable)

A7 How does your organisation function?

How does your organisation make decisions? (e.g. board, committee, quorum of members, director)	
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Office bearers	President/Chair/CEO	
	Treasurer/CFO	

Number of years trading Registration number

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

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

A8 Administrator details (if applicable)

Organisation name

ABN Registered for GST

Postal Address

Suburb State Post code

A9 Contact details for Administrator

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

Part B: Project summary and justification

Refer to pages 5 to 8 of the [How to Guide](#).

B1 Project title (maximum of 68 characters including spaces)

B2 Where will the project take place?

Geographical reach - this must be the local government and state electorate for the project site address. To help you, please use the links below to confirm the correct council and state electorate are being selected.

Local government area

[What is my local council](#)

State electorate

[What is my state electorate](#)

Local Land Service

Provide location information for your project. Decimal degrees can be determined by accessing [Google maps](#), navigating to your project site or main office and right-clicking on [what's here?](#)

Latitude (decimal degrees)

Longitude (decimal degrees)

Who owns and/or has permission to undertake works on the site?

Yes No Do you have approval/permission to undertake works on the site?

B3 Biodiversity investment opportunities map

Western Sydney and Illawarra only.

Yes No is your site identified as a Priority Investment Area on the [OEI Biodiversity Investment Opportunities map](#)?

B4 Budget and timeframe

Timeframe			Funding requested (\$)
Indicate start and completion dates for each stage. Projects must be at a minimum 2 years in duration, with a maximum of 70 per cent of requested funding being paid in the first 12 months (Stage 1). It is important to read page 5 of the guidelines – Trust requirements.			
	Start	Completion	
Stage 1			
Stage 2			
Stage 3			
Total			

Project justification - refers to Criterion 1: Tangible environmental outcome

B5 Why is your project needed?

B6 What do you hope to achieve?

B7 What studies, reports, assessments or plans exist for the site and/or the environmental issue? Please explain how your project will address them.

Study, report, assessment or plan	Describe which particular component of the document your project relates to and how it will attempt to address the issue and/or meet a particular target.

B8 If there are no reports, assessments, or plans, what is the scientific/technical/other basis for your assessment of the environmental issue?

B9 Is this project part of a larger, on-going program?

B10 Please explain how this environmental issue, or the activities proposed, are not core business or the legal responsibility of any person or organisation

B11 If your project involves treatment of environmental weeds, please list the species and classification for the LGA where works will take place

Note Refer to the [guidelines](#) on eligible and ineligible activities for weed species that will be funded. Also see the [DPI's NSW WeedWise](#) webpage.

B12 Does your project involve any endangered ecological communities (EEC)?

Yes No If Yes, list the EECs below and the methods used to verify their presence (e.g. site plan management, OEH mapping, OEH advice etc.). Also refer to question B13 below.

B13 Does your project involve any threatened species?

Yes No If Yes, list the species below, their SOS listed management stream and sites at which they are present? Also refer to question B14 below.

B14 What permits/licenses are necessary for you to undertake your project? (Owners, local, state and federal authorities)? If your project is successful you will need to provide proof.

Part C: Project planning

Criterion 2 and 3: Project planning

C1 Project plan - refer to pages 9 to 15 of the [guidelines](#)

OBJECTIVE 1	
What will success look like if you achieve this objective?	

Activity (Significant steps or actions that are needed to produce the identified objective)	How will progress be measured? (Record the number of people trained, transects to assess vegetation present etc.)	Stages undertaken (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)

OBJECTIVE 2	
What will success look like if you achieve this objective?	

Activity (Significant steps or actions that are needed to produce the identified objective)	How will progress be measured? (Record the number of people trained, transects to assess vegetation present etc.)	Stages undertaken (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)

OBJECTIVE 3	
What will success look like if you achieve this objective?	

Activity (Significant steps or actions that are needed to produce the identified objective)	How will progress be measured? (Record the number of people trained, transects to assess vegetation present etc.)	Stages undertaken (i.e. Stage 1, 2 or 3 may occur over multiple years of the project)

C2 Complete the project measures that you hope to achieve over the life of the project.

Project measure (Measures that enable you to determine if the activities/ objectives set out in your project plan have been achieved e.g. number of participants, area weeded etc.)	Total projected (This is the projected result of your project measure)

C3 What are some of the potential risks that could hinder progress on the project and how will you manage them?

Risk factor	How will risk be managed

C4 What will you do to maintain the project outcomes after funding finishes and what long-term benefits or flow-on effects will result from your project?

C5 How will the site be maintained after the funding period?

Who will undertake this work?		Has this been confirmed?
	Local council will maintain	
	Landholder will maintain	
	Volunteer/local bushcare group	
	Other (please provide detail below)	

Part D: Project delivery

Criterion 4 – Capacity to deliver (Refer to pages 16 to 17 of the guidelines)

D1 Who was involved in the planning and development of the project?

Who was involved?	What was their involvement

D2 Who is involved in undertaking or managing the project?

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

D3 Previous experience

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

D4 Relevance to local area

D5 Please explain if the Trust is being asked to fund an existing employee.

The Trust will not pay salaries of existing employees working on the project as part of their usual duties (considered as an in-kind contribution). The Trust, will however, fund salaries of staff employed specifically to work on the project.

D6 Please declare any real, potential or perceived conflict of interest that you may be aware of

This can relate to land ownership, salary and/or contractor payments.

Part E: Referees

Refer to page 17 of the [guidelines](#).

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

Referee 1

Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

Referee 2

Name	<input type="text"/>		
Title/position	<input type="text"/>		
Organisation	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>	Mobile	<input type="text"/>

Part F: Authorisation

Refer to page 17 of the [guidelines](#).

APPLICANT Include the name of an office-bearer in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application and can commit your organisation to undertake the project if funded. **This person will be a secondary contact for the project if required. No signature is required at this stage.**

Note: If the project is on land owned by the office-bearers, those office-bearers cannot authorise the application.

Name	<input type="text"/>				
Title/position	<input type="text"/>				
Organisation	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>	Date	<input type="text"/>

ADMINISTRATOR Include the name of an office-bearer in your organisation (e.g. General Manager, Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who are able to attest to the accuracy of the information within the application and can commit your organisation to undertake the project if funded. **This person will be a secondary contact for the project if required. No signature is required at this stage.**

Name	<input type="text"/>				
Title/position	<input type="text"/>				
Organisation	<input type="text"/>				
Email	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>	Date	<input type="text"/>

Part G: Feedback

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

1 Time taken to develop your project (including negotiation with collaborators)

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

2. Time taken to complete the Trust application form

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

3. Difficulty completing the application

- Very easy Easy Moderate Difficult Very difficult

4. Where did you hear about this program?

5. Anything else you would like to add regarding the process?

Part H: Application submission

It is recommended that you read all sections of the Guidelines for applicants, particularly those sections covering the objectives of the program, eligibility, assessment criteria and GST.

Applicants must adhere to the naming instructions for submitting their application documents.

Before submitting your application, please refer to the submission process set-out below.

- Answer **all** questions in the Application Form.
- Type only in the spaces provided in the application form. Answer boxes are a set size, and will not expand to accommodate additional text.
- Application form must be submitted as a **PDF smart form** (see instructions in the form and on the web page).
- Complete and attach the Application budget. Form must be submitted as an Excel document. **DO NOT PDF**
- Have your application authorised by the appropriately authorised people.
- Attach all required supporting information, such as CVs (maximum 2 page summary), briefs and job descriptions, letters 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 pages. Refer to page 19 of the guidelines.
- Attach an **A4-size map** (including a scale).
- **Ensure** you included details of which permits/licences you may need for endangered ecological communities and/or threatened species that will be impacted by the project, and who you contacted from OEH regarding this matter?
- Submit your entire application by **ONE** of the methods below - **DO NOT** Email **AND** post.
Note: Email is the preferred option. Posted USB applications must be received on or before the closing date.
- **Do not fax** any part of your application.
- **Do not ZIP your application documents.** ZIP files **cannot be accepted** by the Trust.
- Email subject line format must be: **Organisation Name – R&R Community or Government (depending on your organisation type).**
- One application per email. If more than one, number accordingly. i.e. *XYZ Company R&R Community Application 1.*
- Submit your application form and all other documents by the **closing date 3pm Monday 26 September 2016.**

Email to:	apply@environmentaltrust.nsw.gov.au	<ul style="list-style-type: none"> • Ensure you email your entire application, including all attachments. Note: Emailed applications cannot exceed 10MB including all attachments. If the files exceed 10MB please contact the Trust well ahead of the submission date for alternative submission facility or submit as a series of emails.
Post to:	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	<ul style="list-style-type: none"> • If your application exceeds 10MB, and you have decided not to send as either a series of emails or use the One Drive option, you may submit all your forms and supporting documents on a USB. • Hardcopies will not be accepted.

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

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