



NSW Environmental Trust's Saving our Species Contestable Grants Program 2018

Application Form

Project Title:					
Lead Organisation:					
Trust Funding Requested:	\$	Applicant Contribution:	\$	Total Project Value:	\$

Applications due 3pm Monday 13 August 2018

About the program

The NSW Environmental Trust's Saving our Species Contestable Program seeks to support long term environmental conservation projects in line with the objectives of the NSW Government's Saving our Species (SoS) program. The grant program focuses on projects that will secure threatened landscape-managed species and threatened ecological communities (TECs) in NSW. A list of eligible landscape-managed species and TECs is provided in Appendix 1 of the Program Guidelines.

Funded by the NSW Government's SoS program and the NSW Environmental Trust, the program encourages collaboration between government, the community, non-government organisations and industry to conserve our most vulnerable plants, animals and ecological communities.

Using this document

This template provides the framework for the preparation of your application. Grey boxes () represent sections which require your input. These boxes will expand as you type, however, the amount you can enter is restricted to the size of text boxes provided - please ensure you make good use of the available space

Questions?

If you require assistance with completing the grant application, please contact the Environmental Trust on (02) 8837 6093 or info@environmentaltrust.nsw.gov.au

Section 1 – Project Overview

Consider this an Executive Summary of your project. You will be required to provide more detailed responses to similar questions in other sections of the application. The Trust recommends that applicants prepare this Project Overview after you have completed the other sections of the application.

1.1 Project Title

1.2 Project Summary

Include a summary that describes what your project intends to achieve. Note: This summary will be used for promotional material relating to the grant.

1.3 Project Context

1.3.1 Which threatened landscape-managed species and/or TECs are being targeted for protection through this project? Refer to Appendix 1 of the Program Guidelines for a list of eligible landscape-managed species and TECs.

1.3.2 Provide an overview of the critical threats that you will be addressing.

1.3.3 Provide a brief description of your project site/s.

1.3.4 Provide an overview of the management actions you intend to carry out to address the critical threats to your targeted landscape-managed species / TEC.

Section 2 – Project Objectives

2.1 Key Objectives

What are the key objectives of your project? Refer to the SoS Contestable Grant program objectives on page 1 of the Program Guidelines to assist in refining your project objectives.

Section 3 – Project Management and Partnerships

3.1 Lead Organisation

Organisation					
ABN		Registered for GST?	Yes <input type="checkbox"/> or No <input type="checkbox"/>		
Postal address					
Suburb		State		Postcode	
Website					

3.2 Project Manager

The Project Manager is responsible for overall project organisation, management, planning, implementation, monitoring, evaluation and reporting.

Organisation Name					
Title		First name		Surname	
Position				Daytime phone	(0)
Mobile		Email			

3.3 Alternate Contact

Organisation Name					
Title		First name		Surname	
Position				Daytime phone	(0)
Mobile		Email			

Note: If the Project Manager or alternate contact changes you must notify the Environmental Trust within 7 days of the change.

3.4 Administrator details (if applicable)

Community groups or organisations that are not incorporated are only eligible to apply if they arrange for the grant to be administered by an incorporated or government organisation.

Organisation Name					
ABN		Registered for GST?	Yes <input type="checkbox"/> or No <input type="checkbox"/>		
Postal address					
Suburb		State		Postcode	
Website:					

Title		First name		Surname	
Position				Daytime phone	(0)
Mobile		Email			

3.5 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.

Company		
Policy No.		
Coverage		
Currency (expiry date)		

3.6 Related Projects or Funding Applications

Provide updated information on all current or proposed projects aimed at conserving your target landscape-managed species / TEC at any of your management sites. Include details of any pending funding applications.

3.7 Project Partners

Provide the details for each project partner. Project partners can help leverage time, expertise, material, resources, and reduce duplication. Your partners must:

- be actively involved in designing your project; and
- have, and can show, the requisite capabilities and responsibilities to help to deliver your project.

Partner organisation	Contact details	Role in project	Performance indicator (Minutes, MOU's, Agreement etc.)	Communication methods
<i>E.g. National Parks and Wildlife Service – Mount Asinus</i>	<i>Don Key – Area Manager dkey@environment.nsw.gov.au (02) 999 1234</i>	<i>Land manager of project site. Will oversee feral animal control and grazing management and contractors working on that site. Responsible for species monitoring at Mt Asinus.</i>	<i>Contractor work reports. Project steering committee minutes, annual monitoring results.</i>	<i>Participation on quarterly project steering committee, email, phone.</i>
<i>E.g. Sandstone Rock Landcare</i>	<i>Anna Rosenberg - Coordinator goanna@sandstonelandcare.org (02) 5556235</i>	<i>Sub-project leader. Organise conservation agreements with private landholders and onground conservation works.</i>	<i>Land management agreements signed, works contracts signed, output monitoring sites, mid-year reports to project manager.</i>	<i>Participation on quarterly project steering committee, email, phone, landcare newsletter, landcare website.</i>

3.8 Decision Making

Describe the decision-making processes and procedures that will be adopted with your partners for this project.

3.9 Core Business

How does the project differ from your (or your project partners') core business or business as usual? Explain why this project is not core business and how it value adds to core business.

3.10 Financial Governance

Detail the internal control systems you will put in place to ensure that project funding will be utilised and managed appropriately and not used for cost shifting to fund proponent or partner activities.

3.11 Conflicts of interest

Detail any real or perceived conflicts of interest that may relate to your project or project partners.

3.13 Contractors and Consultants

Do you intend to engage contractors to work on the project? How do you intend to go about engaging these contractors? What are their roles and responsibilities?

Contractor / Consultant	Role and responsibility	Required skill area	Contract Engagement Process
<i>E.g. Bush Regeneration contractors</i>	<i>Undertake weed control and ecological restoration works on project site</i>	<i>Bush regeneration, weed control, ecological restoration, threatened species management</i>	<i>Open tender call</i>

3.14 Stakeholder Identification and Communication Strategy

Identify your key stakeholders and provide details of engagement and evaluation methods.

Target audience	Target message	Frequency (Note: communication may be regular, occasional, or at critical milestones)	Communication methods	Evaluation method to determine effectiveness
<i>E.g. Recreation mountain bikers</i>	<i>Enjoy the bush, but don't destroy it. Let's work together to protect our local environment.</i>	<i>Permanent signage, monthly newsletter updates, ad hoc conversations</i>	<i>Signage, club newsletters, word of mouth</i>	<i>Monitoring of damage by bike riders around project site. Readership numbers of monthly newsletter.</i>

3.15 Volunteers, Community Groups and Businesses

How will your project allow for volunteer, community and business participation?

Section 4 – Project Design

4.1 Project rationale

Provide a summary of the conservation need for this project, such as critical threats to the target landscape-managed species / TEC.

4.2 Project approach

Provide a summary of how you intend to address the conservation needs of your targeted landscape-managed species / TEC.

4.3 Project design

In this section, you are required to outline the project design for the 7-year project timeframe.

4.3.1 Management site description (Attachments 2 & 3)

Provide details of your **project sites** in the Project Site Summary form found in the guidelines and application forms section on the website (**Attachment 2**). *For each of your project sites, you will need to fill out a separate Project Site Summary form.*

Accompanying maps referred to in the directions explaining how to complete the Target Management Site Summary Table should be labelled as **Attachment 3**. Guidance on how to prepare your maps is provided in the How To Guide.

4.3.2 Landscape-managed species

Provide a summary of the landscape-managed species, project sites and toolbox actions included in this project.

#	Common name	Scientific name	No. of project sites	No. of Toolbox Actions	NSW Conservation Status
1				1 of 1	Please select
2				1 of 1	Please select
3				1 of 1	Please select
4				1 of 1	Please select
5				1 of 1	Please select
6				1 of 1	Please select
7				1 of 1	Please select
8				1 of 1	Please select
9				1 of 1	Please select
10				1 of 1	Please select

4.3.3 Threatened Ecological Communities

Provide a summary of the TECs, number of **project sites** and actions included in this project.

#	Threatened ecological community name	Site	No. of sites	No. of SoS conservation project or toolbox actions	No. of actions for new sites
1		Select			
2		Select			
3		Select			
4		Select			
5		Select			
6		Select			
7		Select			
8		Select			
9		Select			
10		Select			

4.3.4 Co-occurring species

Provide a summary of any co-occurring threatened species that will have a direct, tangible benefit from your project. Do not include any species where you would not be able to demonstrate such a benefit.

	Common name	Scientific name	SoS management stream	NSW Conservation Status
1			Please select	Please select
2			Please select	Please select
3			Please select	Please select
4			Please select	Please select
5			Please select	Please select
6			Please select	Please select
7			Please select	Please select
8			Please select	Please select
9			Please select	Please select
10			Please select	Please select
11			Please select	Please select
12			Please select	Please select

4.4 Related Documents or Plans

Reference all relevant documents relating to your target landscape-managed species/threatened ecological community, management sites and management actions.

4.5 Threatened Species Licences

Outline any licencing you require to implement your project and how you intend to obtain them prior to project commencement. If these are already held, please include this information.

4.6 Project Details (Attachment 4)

Information relating to the critical threats you are addressing for your target landscape-managed species / TEC and the monitoring actions you are undertaking must be entered in the **Project Plan** found in the guidelines and application forms section on the website and included as **Attachment 4** with your application.

Please contact Trust Administration staff on (02) 8837 6093 or info@environmentaltrust.nsw.gov.au if you would like assistance to complete your Threat Management and Monitoring Plan

4.7 Long Term Species / Ecological Community Security

Project activities in Years 5 – 7

Provide a summary of the activities being undertaken by the project partners in the final 2.5 years of the project (including general details of investment) without financial support from the Trust.

Strategies for long term security

Provide details of how the project partners will secure the project outcomes beyond the 7-year project period.

Section 5 – Risk Analysis and Management

5.1 Risk Management Review

A commitment must be made to consistently review the Risk Analysis Table (**5.2 below**) to ensure that information contained within is current and applicable. The proposed method and timeline for review of the Risk Management Table and the person responsible for coordinating this review should be included within this section.

5.2 Risk Analysis Table

List all risks identified for your project, along with the likelihood, impact and rating and a clear explanation of mitigation actions to help prevent their occurrence. Use the **Risk Management Framework in Appendix 2** of the How To Guide for instructions on how to complete the risk analysis table.

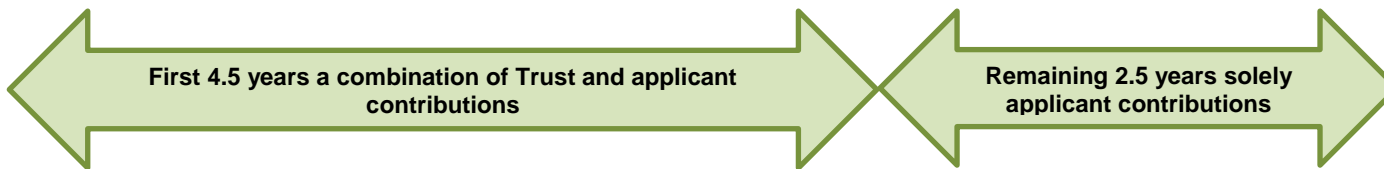
Potential Risk <i>Step 1</i>	Likelihood <i>Step 2</i>	Impact <i>Step 3</i>	Rating <i>Step 4</i>	Mitigating actions <i>Step 5</i>
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	
	Choose an item.	Choose an item.	Choose an item.	

Section 6 – Project Budget

6.1 Budget Overview

The information within this table should reflect funding for the life of the project. Greater detail regarding proposed budget and expenditure for the project as it relates to individual activities should be included in the Project Budget Form found in the guidelines and application forms section on the website (**Attachment 1**). If successful in securing a grant the Project Budget Form should be kept up to date and any additional funds allocated to the project over its life time should be accounted for.

Funds	Jan-June 2019 \$	2019/20 \$	2020/21 \$	2021/22 \$	2022/23 \$	2023/24 \$	2024/25 \$	July-Dec 2025 \$ Monitoring, evaluating, reporting.	Total \$
Environmental Trust Grant									
Applicant and partners financial contribution									
Applicant and partners in-kind contribution									
TOTAL									



6.2 Detailed Project Budget and Expenditure (Attachment 1)

A detailed project budget showing budget expenditure against outputs, outcomes and the project measures is required. A copy of the Project Budget Form can be found in the guidelines and application forms section on the website and should be included as **Attachment 1**.

At least 10% of the project value must be quarantined for monitoring. If this does not constitute a cash component of the project budget, the applicant must clearly demonstrate capacity and in-kind commitment to undertake the monitoring component of the project. Projects that do not adequately show how monitoring will be resourced over the life of the project will not be funded. **If monitoring is resourced from an in-kind or cash contribution, a letter of commitment is essential.**

Section 7 – Referees and Authorisation

7.1 Referees

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

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	

7.2 Authorisation

Include the name of one office-bearer in your organisation (e.g. Chairperson, Treasurer, Chief Executive Officer or Executive Officer) who can attest to the accuracy of the information within the application.

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

Section 8 – Application Evaluation

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

A. Time taken to develop your project (incl. negotiation with project partners)

<input type="checkbox"/> <5 hours	<input type="checkbox"/> 5-20 hours
<input type="checkbox"/> 20-40 hours	<input type="checkbox"/> >40 hours

B. Time taken to complete the application form

<input type="checkbox"/> <2 hours	<input type="checkbox"/> 2-5 hours
<input type="checkbox"/> 5-10 hours	<input type="checkbox"/> >10 hours

C. Difficulty completing the application

<input type="checkbox"/> Very easy	<input type="checkbox"/> Easy	<input type="checkbox"/> Moderate	<input type="checkbox"/> Difficult	<input type="checkbox"/> Very difficult
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D. Where did you hear about this program?

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E. Any other comments about this process?

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Section 9 – Submission Details

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

Grant application check list

- Answer all questions in the Application form.
- Prepare Attachments 1-4.
 - Attachment 1 – Project Budget Form
 - Attachment 2 – Management Site Summary Table
 - Attachment 3 – Management Site Maps
 - Attachment 4 – Threat Management and Monitoring Plan
- Submit your entire Application by email.
- 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.
- Have your application authorised by the appropriately authorised person.
- Attach all required supporting information (Attachments 1-4 and **any additional supporting information**) and provide a file name that clearly identified them.
- Submit your Application form by the closing date – **3.00 pm 13 August 2018**.

Email to:	apply@environmentaltrust.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 – No other formats. Ensure you email your entire application, including all attachments, e.g. maps. Emailed applications must not be larger than 10MB including all attachments.
Post to:	NSW Environmental Trust PO Box 644 PARRAMATTA NSW 2124	Hard copy applications will not be accepted. All posted applications must be on USB storage.
Closing Date:	3.00 pm 13 August 2018	Any application that is late, incomplete or ineligible will not be considered.