

NSW Environmental Trust

Application form 2025

Protecting Our Places grants program 2025

Closing date: 5 pm Thursday 31 July 2025

# Important information

* **It is important that you have read the program guidelines and application guide to ensure your submission aligns with the program’s objectives and rules, especially the sections on eligibility and assessment criteria. The application guide** provides important guidance for completing your application.
* **Include any additional relevant documents**, such as a management plans or environmental reports, if they support and enhance the merit of your application.
* **Review the final checklist** (Part D) before emailing your completed application and attachments to: **apply@environmentaltrust.nsw.gov.au** by **the closing date above.**
* **All applicants will be notified** of the outcome. Unsuccessful applicants will receive constructive feedback to help strengthen future submissions.
* **Please note that late, incomplete or ineligible applications** will not be considered.

## Enquiries

NSW Environmental Trust

Telephone: 02 8837 6093

Email: [apply@environmentaltrust.nsw.gov.au](mailto:apply@environmentaltrust.nsw.gov.au)

# Part A: About your organisation and people

## A1 Applicant details

**Organisation** Click or tap here to enter text.

**ABN** Click or tap here to enter text. **Registered for GST** Yes  No

**Postal address** Click or tap here to enter text.

**Suburb** Click or tap here to enter text.

**State** Click or tap here to enter text. **Postcode** Click or tap here to enter text.

## A2 What is the legal status of your organisation?

Select **one** only.

NSW Local Aboriginal Land Council **Name:** Click or tap here to enter text.

NSW Registered Native Title Body Corporate Indigenous Corporation

Web link: [NSW Registered Native Title Body Corporate](https://www.oric.gov.au/catsi-act/catsi-act-and-native-title)   
**ICN number:** Click or tap here to enter text.

Aboriginal non-profit incorporated organisation

Web link:[Aboriginal non-profit incorporated organisation](https://www.oric.gov.au/)   
**ICN number:** Click or tap here to enter text.

NSW Incorporated Association\*

Web link: [NSW Incorporated Association](https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations/about-associations)   
**Incorporation number:** Click or tap here to enter text.

A non-distributing NSW Co-operative\*:

Web link: [A non-distributing NSW Co-operative](https://www.fairtrading.nsw.gov.au/associations-and-co-operatives/co-operatives/about-co-operatives)   
**Cooperative registration number:** Click or tap here to enter text.

Unincorporated Aboriginal organisation/group supported by an external manager\*\* **External manager name:** Click or tap here to enter text.

Other (please detail) Click or tap here to enter text.

\* 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 the **eligibility** section of the **program guidelines** for more information.

\*\* If you are a community group/organisation that is not incorporated, you must nominate an external manager at Section A5 to auspice grant funding on your behalf.

## A3 Has this application been approved by your organisation’s governing body/board?

No

Yes – If yes, attach the letter of endorsement to the grant application

## A4 Who is the applicant’s primary contact?

**Name** Click or tap here to enter text.

**Title/position** Click or tap here to enter text.

**Organisation** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Mobile** Click or tap here to enter text.

## 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 authorise the application.

**Name** Click or tap here to enter text.

**Title/position** Click or tap here to enter text.

**Organisation** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Mobile** Click or tap here to enter text.

## External manager authorisation (if applicable)

Do you intend on appointing an external manager to manage the grant funding (i.e., auspice funds on your behalf)?

Yes – If yes, complete the details below.

No – **If no, proceed to Question A6.**

**Organisation** Click or tap here to enter text.

**ABN** Click or tap here to enter text. **Registered for GST** Yes  No

**ICN (if applicable)** Click or tap here to enter text.

**Postal address** Click or tap here to enter text.

**Suburb** Click or tap here to enter text.   
**State** Click or tap here to enter text. **Postcode** Click or tap here to enter text.

**Contact person**\* Click or tap here to enter text.

**Position** Click or tap here to enter text.

**Phone** Click or tap here to enter text.

**Email** Click or tap here to enter text.

\* 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 commit the organisation to the grant, if awarded. This person will be the contact for the project.

## A6 Current status of your organisation

How does your organisation make decisions? (Select all that apply)

Board

Committee

Quorum of members

Director

## 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. If you do not have all of these insurance policies yet, please confirm in the table that you would be willing to organise the appropriate insurance if you were successful in receiving this grant.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Public liability | Workers’ Compensation | Volunteer insurance |
| Company | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Policy numbers | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Coverage | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Currency (expiry date) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## A8 Has your organisation received Environmental Trust funding or other grants before?

No

Yes – If yes, please provide the following details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding/grant program | Project name | Year | Current project status | Funding amount |
| Click or tap here to enter text. | Click or tap here to enter text. | YYYY | Choose an item. | $XXXX |
| Click or tap here to enter text. | Click or tap here to enter text. | YYYY | Choose an item. | $XXXX |
| Click or tap here to enter text. | Click or tap here to enter text. | YYYY | Choose an item. | $XXXX |
| Click or tap here to enter text. | Click or tap here to enter text. | YYYY | Choose an item. | $XXXX |

# Part B: About your project

## 1.1 Tangible environmental outcome

## B1 Project title (maximum of 100 characters including spaces)

Click or tap here to enter text.

## B2 Project summary – tell us what your project is about

## Click or tap here to enter text.

## B3 Project location

Click or tap here to enter text.

The application guide provides details and examples of locating and mapping your project site. Please specify what areas and regions your project is in and prepare 2 maps to attach to your application.

**Local Aboriginal Land Council**

Search: [What is my LALC area?](https://alc.org.au/land-council-map) Click or tap here to enter text.

**Local Land Services region**

Search: [What is my LLS area?](https://www.lls.nsw.gov.au/regions) Click or tap here to enter text.

**Local Government Area**

[Search: What is my local council?](https://www.olg.nsw.gov.au/public/find-my-council) Click or tap here to enter text.

**State electorate**

Search: [What is my state electorate?](https://elections.nsw.gov.au/elections/find-my-electorate) Click or tap here to enter text.

**Latitude** Click or tap here to enter text. (decimal degrees)\* **Longitude** Click or tap here to enter text. (decimal degrees)\*

\* Latitude and longitude can be determined by finding your project site on Google Maps and right-clicking on ‘What’s here?’

## B4 Project location map

A **project location map** shows the projectsite within a regional context. It should include rivers, major roads, towns or cities, and national parks, as well as standard inclusions such as a scale, north point and legend.

Please refer to the **Guide to developing maps for NSW Environmental Trust grant applications** which is a step-by-step guide on how to prepare appropriate maps using **NSW Spatial Viewer** to assist your preparation.

Attach your **project location map** and mark it Attachment 1.

## B5 Project works map – to show what works will occur on-site

You must submit a **project works map** with your application. It should specifically focus on your project site and provide a clear picture of your project’s activities and/or work zones. It is important to include a scale, north point and legend.

Attach your **project works map** and mark it Attachment 2.

## B6 Land ownership – who owns the land and/or holds a lease over the land?

Do you have written approval/permission from the landowner, manager and/or leaseholder to undertake works on the site?

Landowner  Yes  No

Leaseholder  Yes  No

Attach a **letter of support** as written approval. If no, please explain how you will gain approval.

## 1.2 Project justification

Clearly describe the environmental issue you are addressing and explain its significance to the New South Wales environment. Use evidence to demonstrate that there is a strong need for action.

## B7 What are the cultural and environmental issues you want to address?

## Click or tap here to enter text.

## B8 What studies, reports, assessments or management plans exist for the site and/or the environmental issues? Please attach any specific information

|  |  |  |
| --- | --- | --- |
| Document title and date | Author | How does it address the environmental issue and/or meet a target? |
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## B9 What work do you want to do? List activities in the sequence you plan to undertake them.

| Step | Activity e.g. consult with community | Description e.g. engage with community, Elders, LALC, stakeholders, organise a meeting including venue and possibly catering | Expected outcome e.g. informed understanding of community/LALC needs and expectations |
| --- | --- | --- | --- |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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## B10 Mandatory project management workshops

Successful applicants will receive project management support to fully develop their project plan. They will also nominate at least 2 people involved in the project to attend face-to-face regional workshops at the start of the project.

Workshops will take place in different regional areas, determined by where the successful grantees are located. Please nominate a minimum of two workshop participants who must be directly involved in the project. Additionally, Elders and project partners are encouraged to participate at any point during the workshop series.

**Name of attendee** Click or tap here to enter text.

**Name of attendee** Click or tap here to enter text.

## B11 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.

For help, visit the **Saving our Species website** or the **BioNet Atlas website.**

| Common name | Scientific name | NSW conservation status |
| --- | --- | --- |
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## B12 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, wildlife survey, mapping).

For further instructions on how to locate threatened ecological communities near your project, see the **application guide**.

|  |  |  |
| --- | --- | --- |
| Community name | NSW conservation status | Information source |
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## B13 Is this project part of a larger, ongoing program?

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

## Click or tap here to enter text.

## B14 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.

## 1.3 Capacity to deliver

## B15 Collaborators

List up to 4 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.

Each project partner or key stakeholder fundamental to the delivery of your project must provide a letter of support. If letters of support are not included with the application, there will be an expectation that letters will be provided with the Stage 1 – Planning progress report.

|  |  |  |
| --- | --- | --- |
| Person’s name, position and group/organisation | Intended role in project design and/or delivery | Letter of support confirming participation included: Yes/No |
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## B16 Experience

Does your organisation have experience delivering grant-funded projects?

No  Yes If yes, briefly outline your organisation’s experience with similar projects including the skills and capacity of staff to manage the project and deliver the proposed activities.

Click or tap here to enter text.

## B17 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.

**Conflict of interest:**

No  Yes – If yes, please provide details below.

Click or tap here to enter text.

## 1.4 Indicative project budget

Refer to the application guide for more information.

## B18 Please provide an indicative budget breakdown of the funding you are seeking

Note:

* these planning and implementation budgets are estimates – a detailed budget will be prepared with successful grantees during the project management workshops
* funds to employ a project manager for Stage 1 and Stage 2 should be included
* funds for an end-of-project financial certification are mandatory – this has been set at $2,000
* applicants are encouraged to include funds for an Elder engaged as project ambassador
* trust funds are available to a maximum of $120,000 per project split across 2 stages
* funding is paid in 3 instalments across stage 1 (one payment) and stage 2 (two payments)
* an example of a completed budget can be found in the **application guide.**

| Stage 1 – Planning (maximum $20,000)  Expenditure item | Funds sought from the Trust ($) | Estimated contribution by others ($) |
| --- | --- | --- |
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| **Elder (project ambassador)** (calculated by allocating an hourly rate and 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 2 – Implementation/on-ground activities (maximum $98,000)  Expenditure item | Funds sought from the Trust ($) | Estimated contribution by others ($) |
| --- | --- | --- |
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| **Elder (project ambassador)** (calculated by allocating an hourly rate and 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 certified financial statement | $2,000.00 |  |
| **Stage 2 – Implementation total** | $ | $ |
| **Total project value:**  **Stages 1 and 2**  **Note: Trust funds maximum $120,000** | $ | $ |

# Part C: Referees

Please provide details of 2 referees outside of your organisation who we can talk to about your organisation and your project.

## Referee 1

**Name** Click or tap here to enter text.

**Title/position** Click or tap here to enter text.

**Organisation** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Mobile** Click or tap here to enter text.

## Referee 2

**Name** Click or tap here to enter text.

**Title/position** Click or tap here to enter text.

**Organisation** Click or tap here to enter text.

**Email** Click or tap here to enter text.

**Phone** Click or tap here to enter text. **Mobile** Click or tap here to enter text.

# Part D: Application submission

Please use this checklist to ensure your application is complete and accurately reflects your project.

It is important that you have read the **program guidelines** and **application guide** to ensure your submission aligns with the program’s objectives and rules, especially the sections on eligibility and assessment criteria.

## Is your application complete?

Answer all questions in the application form.

Type only in the spaces provided in the form.

Attach an A4-size project location map as Attachment 1.

Attach an A4-size project works map as Attachment 2.

Has your application been authorised by the appropriate person?

Have you included letters of support from project partners/stakeholders?

Have you included a letter of endorsement from your organisation’s governing body/board?

Name your application form as ‘Your organisation name – POP Application’. Follow other document naming instructions as set out in the application guide.

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 2 applications, number them accordingly (i.e., 1 or 2).

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

**Email to:** [**apply@environmentaltrust.nsw.gov.au**](mailto:apply@environmentaltrust.nsw.gov.au)

Closing date: 5 pm Thursday 31 July 2025

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

# More information

## Protecting Our Places grants guidelines and forms

* [Protecting Our Places grants program guidelines 2025](https://www.environment.nsw.gov.au/publications/protecting-our-places-grants-program-guidelines-2025)
* [Application guide 2025: Protecting Our Places grants program](https://www.environment.nsw.gov.au/publications/application-guide-2025-protecting-our-places-grants-program)
* [Letter of endorsement](https://www.environment.nsw.gov.au/sites/default/files/2025-06/sample-letter-of-endorsement-2025-protecting-our-places-grants-250201.docx)

* [Letters of support](https://www.environment.nsw.gov.au/sites/default/files/2025-06/sample-letters-of-support-2025-protecting-our-places-grants-250202.docx)

## Other resources

* [BioNet Atlas](http://www.environment.nsw.gov.au/atlaspublicapp/UI_Modules/ATLAS_/AtlasSearch.aspx)
* [Department of Climate Change, Energy, the Environment and Water threatened species](https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species)

* [Google maps](https://www.google.com.au/maps/)

* [Guide to developing maps for NSW Environmental Trust grant applications](https://www.environment.nsw.gov.au/publications/guide-developing-maps-nsw-environmental-trust-grant-applications)
* [Saving our Species threatened species profile search](https://www.environment.nsw.gov.au/threatenedSpeciesApp/)

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