

2026-27 ACT Environmental Grants Program Application Form

Form Preview

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* indicates a required field

Before completing this application form, you should have read the 2026-27 ACT Environment Grant program guidelines available on the [Environment Grants](#) or [Environmental Volunteer Group Assistance Grants](#) web pages.

Watch this [short video](#) for some tips to help put your application together.

If you have any questions about completing this form please contact the **Grants Coordinator on (02) 6205 9269 or email: actnrm@act.gov.au.**

If it's outside of business hours or you have a technical issue, contact Smarty Grants directly by calling (03) 9320 6888 or email: service@smartygrants.com.au.

Applications

Applications close: 11.59 pm on Tuesday 25 August 2026.

Incomplete applications and/or applications received after the closing date will not be considered.

Before completing this application form, it is important that you make yourself familiar with all of the requirements to be included in your application.

Confirmation of eligibility

Before filling out this application, please confirm the following to ensure that you are eligible for a grant:

- You have read and understood the 2026-27 ACT Environmental Grants Program guidelines.
- Your proposed project is located in the ACT.
- You are able to demonstrate alignment between your project and the aims of this program.
- Your organisation is a not-for-profit organisation.
- Your organisation is incorporated or if your application is sponsored, the sponsoring community organisation is an incorporated organisation.
- You are not representing a political party or government agency.
- Your organisation is able to demonstrate financial viability.
- Your organisation has the appropriate type and level of insurances required.

You must confirm that all statements above are true and correct. *

☐ Yes

Applicant details

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* indicates a required field

Privacy policy

The City and Environment Directorate (CED) values your privacy and is committed to protecting the personal information it collects. We do not collect, use or disclose personal information other than the information you choose to provide. We adhere to the [Information Privacy Act 2014](#) and its principles and associated policies.

Applicant details

Are you applying as an *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Does your application need sponsorship? *

☐ Yes ☐ No

If you are an individual or non incorporated organisation you are required to apply through a sponsoring incorporated community organisation.

Sponsoring Organisation Name

Organisation Name

Add N/A if you don't require a sponsor for your application.

Primary contact details

Please add the primary contact for your proposed project - this is the person who would be responsible for managing your project.

Primary contact for your project *

Organisation Name

Position within organisation *

Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

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Phone Number *

Contact Email *

Must be an email address.

Organisation contact details

Please add the contact details of the person in your organisation, or if your application requires a sponsor, the person in the sponsoring incorporated community organisation, who would be responsible for the legal obligations associated with the grant.

These obligations include administering funding, submitting project variation requests, reporting and financial acquittal requirements.

Name *

Position within organisation *

Address *

Address Line 1, Suburb/Town, State, Postcode.

Phone number *

Must be an Australian phone number.

Contact email *

Must be an email address.

Application type

* indicates a required field

Statement about the applicant

Tell us about the purpose or aims of your organisation. *

Must be no more than 200 words.

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Optional: Add in a link to your organisations' website

Must be a URL.

Does your organisation have an ABN? *

☐ Yes ☐ No

Applicant type - incorporated community organisation

ABN and GST registration *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Applicant type - individual or non-incorporated community organisation

If you are an individual or other non-incorporated organisation applicant you will need to submit your application through a sponsor that is an incorporated community organisation.

Please attach a copy of a letter from your sponsor organisation agreeing to the requirements as outlined in the 2026-27 ACT Environmental Grants Program Guidelines.

Letter from sponsor *

Attach a file:

Sponsors ABN and GST registration *

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Grant funding stream

* indicates a required field

Please refer to the 2026-27 ACT Environmental Grants Guidelines to select the funding stream for this round of grants.

You can only apply for one stream per application but you can make multiple applications for each stream.

Funding stream applying for: *

- ☐ Environment Grants
- ☐ Environmental Volunteer Group Assistance Grants

Project details

* indicates a required field

Project title

Project title *

Project summary

Please provide a brief summary of your project. *

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Project start date and end date

Projects can commence between November 2026 and June 2027.

All projects are for a term of up to 1 year.

An exception for the 2026-27 grants round is for projects that address the enhancing ecological condition and connectivity funding priority - applicants can request a longer project term to align with seasonal activities in spring 2027.

If your application is successful your project can commence when all the required documentation is submitted and from the date of the signing of the Deed of Grant by both parties.

Anticipated start date *

Must be a date.

Anticipated end date *

Must be a date.

Addressing the project merit criteria

* indicates a required field

Your application will be assessed against the following merit criteria as outlined in the 2026-27 ACT Environmental Grant Program Guidelines:

1. Alignment with funding priorities.
2. Feasibility and effectiveness.
3. Project planning.
4. Value for money.
5. Community engagement and reach.

Each merit criteria is equally weighted.

You must address all merit criteria for your application to be valid.

Merit criteria 1: Alignment with funding priorities

For Merit Criteria 1 please only answer the question related to the stream you are applying for.

In this section of your application you must describe how your project aligns with the funding priorities selected.

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Clearly identify the links and how your project outcomes will achieve these priorities.

Please refer to the funding priorities section of the 2026-27 ACT Environmental Grant Guidelines for further details about each priority.

Merit criteria 1a: Alignment with funding priorities for the Environment Grants Stream

Please select which of the following funding priorities (maximum of 2 priorities) are relevant to your project: *

- ☐ Caring for Country projects led by, or in collaboration with, Ngunnawal Traditional Custodians or other First Nations people.
- ☐ Enhancing ecological condition and connectivity of woodlands, grasslands and/or aquatic ecosystems.
- ☐ Connecting more people to nature.

Merit Criteria 1: Tell us how your project aligns with the selected funding priorities *

Word count:

Merit criteria 1b: Alignment with funding priorities for the Environment Volunteer Group Assistance Grants stream

Please indicate which of the funding priorities (maximum of 2) are relevant to your project:

- ☐ Understanding environmental issues relevant to volunteer led projects.
- ☐ Enhancing the recruitment of new volunteers.
- ☐ Increasing volunteers skills to more effectively carry out volunteer roles and/or volunteer led activities.
- ☐ Plan for future volunteer led projects.

Merit criteria 1: Tell us how your project aligns with the funding priorities *

Word count:

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Merit criteria 2: Feasibility and effectiveness

In this section of your application you must address the following statements in regard to the feasibility and effectiveness of your project:

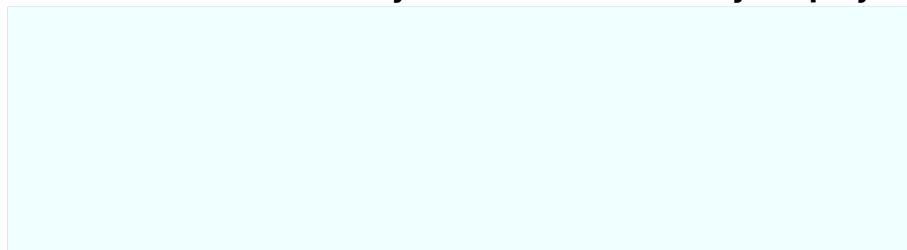
1. What is the problem you have identified and how will your project help address that problem?

Please upload any information that conveys the feasibility and effectiveness of your proposed project.

For example for on-ground activities:

- *the proposed scale and scope of on-ground activities using quantifiable measures. e.g. number of hectares to be revegetated and number of stems to be planted.*
- *evidence of current condition of the site(s) you propose working in. This information can be used as a project baseline and enable the project to be monitored and assessed.*
- *a photo showing the current condition of your site.*

Merit criteria 2: Feasibility and effectiveness of your project *

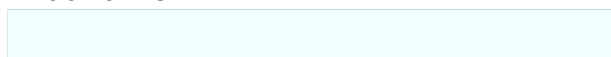


Word count:

Must be no more than 500 words.

Attach any supporting documents

Attach a file:



Merit criteria 3: Project planning

In this section of your application, you must demonstrate that you have effectively planned your project. There are four steps to this criteria:

1. Project plan.
2. Project risk assessment.
3. Monitoring and evaluation.
4. Post project maintenance.

Merit criteria 3a: Project plan

Please complete a project plan which shows the steps involved in delivering your project including:

- *Timeline/key dates (eg. prior to planting day, autumn 2027)*
- *Key steps/activities (eg. weed treatment, recruitment of volunteers, event planning)*

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- *Description of step/activity (eg. engage weed contractor, promotion of volunteer come try day, promotion community event)*

Timelines/Key Dates	Key step/activity	Description of step/activity	Additional information

Merit criteria 3b: Risk assessment

In this section please add the following information into the table:

- 1. Identify any potential project risks - issues, risks, constraints or knowledge gaps that may inhibit your project achieving its objectives.*
- 2. Estimate the consequence and likelihood of each of the risks identified and add to the risk assessment.*
- 3. Then using the risk matrix below assign the risk level to each risk.*
- 4. Describe how you propose to manage or mitigate the risks you have identified for your project.*
- 5. If there are any residual risks that can't be managed or mitigated note this as a residual risk in the proposed response column.*

Example: Identified Risk: Dry conditions impacting plant survival. Consequence: Major - planting could fail. Likelihood: Likely - Canberra climate hot and dry Risk Level: Extreme - Monthly supplementary water over summer.

Project risk assessment

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
This description should include context of the risk, as well as the likely cause and possible consequence.				What will you do to mitigate or manage the risk? Are there any residual risks?

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Risk matrix

MATRIXConsequence

InsignificantMinor ModerateMajorSevere

LikelihoodAlmost certainMediumHighHighExtremeExtreme

LikelyMediumMediumHighHighExtreme

PossibleLowMediumMediumHighExtreme

UnlikelyLowMediumMediumHighHigh

RareLowLowMediumMediumHigh

NOTE: This risk matrix displays correctly on the online application form but not on the PDF download version.

Merit criteria 3c: Monitoring and evaluating your project

Please describe how you will monitor and evaluate your project. How will you determine if you have achieved your outcomes? *

Word count:

Must be no more than 500 words.

Merit criteria 3d : Post project maintenance

Please describe how the outcomes of your project will be maintained post your project end date. Please also include how any ongoing costs will be met. *

Word count:

Must be no more than 500 words.

Merit criteria 4: Project budgeting and value for money

The program is looking to understand the value of the whole project to determine value for money.

In the project budget below include the grant amount sought, and all other sources of funding, in-kind and volunteer contributions.

In the budget below, you must:

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1. Provide an itemised budget of all proposed expenses and a supporting basis of costing of how the items of expenditure are calculated.
2. Include all sources of funding, as well as any in-kind contributions to enable the full value of the project to be ascertained.
3. When funding relates to externally sourced quotes for goods and services please include figures that are GST inclusive. All other figures should be GST exclusive.
4. Volunteer hours can be costed at \$50.40 per hour.
5. Specialist labour can be costed at current average industry rates.
6. A maximum rate of 10% of total grant funding sought may be attributed to administrative costs.

Note: Funding will not be provided for on-going running costs of an organisation including salaries.

Item	Basis of costing	Grant Funding requested	Applicant Contribution	Total Budget
eg, materials, contractors, plants, equipment hire, communications products, admin costs	eg, estimated cost of materials, contracted hours, number of plants, cost per hectares of weed treatment, volunteer in-kind hours	Please include GST inclusive figures for goods and services. Must be a dollar amount.	Must be a dollar amount.	This number/amount is calculated.
				\$
				\$
				\$
				\$
				\$
				\$

Total Grant Funds Requested

\$

This number/amount is calculated.

Total Applicant Contribution

\$

This number/amount is calculated.

Total Budget

\$

This number/amount is calculated.
This is the total of the grant funds requested + the total applicant contribution.

Merit criteria 5: Level of community engagement and reach

In this section of your application, please provide:

1. An estimate of the number of community member including volunteers, you intend to engage in your project.
2. The demographics of these community members.

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3. How you plan to engage these community members.
4. How the project and its outcomes will be communicated to a wider audience.
5. What other groups or organisations you are partnering with. Note there is the option to attach any letters of support.
6. What each partner/s is/are responsible for or contributing to your project.

Merit criteria 5: Level of community and stakeholder engagement *

Word count:

Must be no more than 500 words.

Attach letters of support (optional)

Attach a file:

Letters of support, approvals, authorisations and licencing

* indicates a required field

Please allow sufficient time to obtain any approvals, authorisations and licences required for your proposed project.

The 2026-27 ACT Environmental Grants Program Guidelines provides a table of some ACT Government agency email contacts to seek letters of approvals, authorisations and licencing.

It is recommended that you allow at least 3 weeks to seek any approvals and/or authorisations.

For more information or advice please contact the Grants Coordinator on (02) 6205 9269 or email: actnrm@act.gov.au.

Land manager/owner support for proposed project

At the application stage we only require evidence of project support from the land manager or land owner.

Note: If your application is successful you will be required to submit any approvals, authorisations or permits that may be required for your project to proceed to the appropriate ACT government agency.

You will need to obtain all required documentation before the ACT Government can enter into a Deed of Grant with your organisation and before the project can proceed.

Does your project include work on land that is not owned by you? *

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☐ Yes

☐ No

Please upload evidence of project support from the land manager or land owner. *

Attach a file:

Additional approvals, authorisations or licences

Does your proposed project require additional approvals, authorisations or licences? For example is your proposed project on sites which are of cultural or heritage significance, or if your proposed project is interacting with native plants and animals.

Note: if you haven't received the required documentation in time to submit with your application, please submit evidence that this process has been started.

If your application is successful you will be required to submit any approvals, authorisations or permits that may be required for your project to proceed to the appropriate ACT Government agency.

You will need to obtain all required documentation before the ACT Government can enter into a Deed of Grant with your organisation and before the project can proceed.

Does your project require additional approvals, authorisations or licences? *

☐ Yes

☐ No

Please upload evidence of additional approvals and/or authorisations and/or licences. *

Attach a file:

Insurance

*** indicates a required field**

Please refer to the 2026-27 ACT Environmental Grants Program Guidelines insurance section for further details.

Evidence of public liability cover

Your organisation or sponsor is required to provide evidence that they either have:

- a current public liability insurance policy with a minimum cover of \$20 million (Certificate of Currency) OR for an appropriate level of current public liability cover for the risk profile for your proposed grant project.
- or obtained a valid quote for a public liability insurance policy with a minimum cover of \$20 million OR for an appropriate level of current public liability cover for the risk profile for your proposed grant project.

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If your project is successful, and before the ACT Government can enter into a Deed of Grant, you will be required to provide evidence that your organisation or sponsor has the required public liability insurance cover.

Evidence of Insurance Cover *

Attach a file:

Please upload a current public liability insurance policy (certificate of currency) or a valid quote for this insurance.

Evidence of volunteer insurance cover

If your project utilises a volunteer base your organisation or sponsor will be required to provide evidence that they have:

- a current Voluntary Workers Insurance policy or Certificate of Insurance cover; or
- obtained a valid quote for Voluntary Workers Insurance or Certificate of Insurance cover.

Applicants who are registered ParkCare or Urban Parks and Places volunteer groups will be able to get this insurance from their volunteer program coordinator.

If your project is successful, and before the ACT Government can enter into a Deed of Grant, you will be required to provide evidence that your organisation or sponsor has the required insurance.

Evidence of Insurance Cover

Attach a file:

Please upload a current voluntary workers insurance policy or certificate of insurance cover or a valid quote for this insurance.

Declarations and Disclosures

* indicates a required field

Conflict of Interest declaration

It is important that applicants are transparent regarding any private interests/or relationships that may create a conflict of interest or be perceived to create a conflict of interest.

Do you have any perceived or existing conflicts of interest to declare related to submitting this application? *

☐ Yes

☐ No

If you answered yes, please describe the conflicts of interest. If you answered no put N/A. *

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Other funding disclosure

It is important that applicants are transparent regarding any other funding related to their application.

Please confirm if you have received any funding from another ACT Government or Commonwealth Government source for the activities described in this application.

*

☐ Yes

☐ No

If you answered yes, please provide details. If you answered no put N/A. *

Application checklist

Before submitting your application please check that:

- ☐ You have completed all sections of the application form applicable to your project.
- ☐ If you are an individual or non-incorporated organisation, you have uploaded letters of agreement from your sponsor (incorporated community organisation).
- ☐ You have completed all sections relating to the merit criteria.
- ☐ If applicable, you have uploaded approvals from land managers/owners to conduct your project on their land. This is required as part of your application's eligibility.
- ☐ If applicable, you have uploaded copies of any authorisations required. For example ACT Heritage support/agreement.
- ☐ If applicable, you have uploaded all relevant licences that may be required for your project. For example interacting with native plants and animals.
- ☐ You have uploaded all documentation in relation to public liability and if applicable, volunteer workers insurance (Certificates of Currency).

Authorisation

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant or sponsoring incorporated organisation.

- I certify that to the best of my knowledge the statements made in this application are true and correct.
- I understand that if the applicant organisation is approved for this grant, we will be required to accept terms and conditions outlined in the ACT Environmental Grant Program 2026-27 guidelines and letter of approval.
- If successful, I certify that we are eligible to enter into a Deed of Grant with the ACT Government and understand the implications and obligations of funding.

I agree *

☐ Yes

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Name of authorised person (Incorporated organisation or sponsoring incorporated organisation). *

Title First Name Last Name

Appropriately authorised person for the incorporated organisation.

Position *

Position within the incorporated organisation.

Contact Phone Number *

Contact number of the authorised person of the incorporated organisation.

Contact Email *

Email address of the incorporated organisation.

Date *

Must be a date.

Your Feedback

To help improve the grants application process, we would appreciate you taking a few moments to provide some feedback.

How did you find the application process?

- ☐ Very easy ☐ Easy ☐ Neutral ☐ Somewhat difficult ☐ Difficult

Please provide us with suggestions about any improvements to the application process or form.