

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

## 2020-2021 ACT Environment and Nature in the City Grants Application Form

\* indicates a required field

### Eligibility

#### **IMPORTANT - PLEASE READ the 2020-2021 ACT Environment and Nature in the City Grants Information Pack:**

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

The 2020-2021 ACT Environment and Nature in the City Grants Information Pack is available at:

<https://www.environment.act.gov.au/act-nrm/grants-and-support-packages/act-environment-grants>

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

If you have any questions in regards to these eligibility criteria, please contact the Grants Coordinator, Mardie Kearns, on 62077331 or by emailing: [actnrm@act.gov.au](mailto:actnrm@act.gov.au)

**Please refer any Technical Issues (eg: forgotten password, access to your application) by emailing [service@smartygrants.com.au](mailto:service@smartygrants.com.au) or phoning 03 93206888.**

#### **I confirm that the applicant ... \***

- has read and understands the information supplied in the Information Pack.
- is able to demonstrate alignment between their project and the aims of the grant round.
- is incorporated, or is sponsored by an incorporated organisation for the purposes of this application.
- has a project located in the Australian Capital Territory
- is able to demonstrate financial viability
- is not a political party
- is not a Government Agency
- and is prepared to enter into a Deed of Grant with the Territory either directly or through a sponsor who is an incorporated organisation.

All boxes must be selected to meet the eligibility requirements to proceed with this application

### Contact Details

\* indicates a required field

### Privacy

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to:

<https://www.planning.act.gov.au/about-us/privacy>

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

### Application Summary

#### Are you an Individual or Incorporated Organisation? \*

- Individual  
 Incorporated Organisation

Refer Application Information Pack Section 1.3

#### 1. Name of Applicant \*

\*\*If you are an individual or other non-incorporated applicant you will need to lodge your application through an incorporated organisation. (See 2020-2021 ACT Environment Grants Application Information Pack section 1.3.1 'Role of the Sponsor')

#### Sponsor organisation name (Required if an applicant is an individual or non-incorporated body, otherwise not applicable (NA)) \*

Organisation Name

If you are an Incorporated Organisation indicate by adding NA.

#### 2. Project title

#### 3. Amount of grant funding sought from the grant (ex GST) \*

\$

Must be a dollar amount.

### Primary contact details

#### Please insert name of Primary Contact for the Project \*

- Individual       Organisation

Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Refer Application Information Pack Section 1.3 - Primary contact for the project

#### Position within organisation

#### Address

Address

#### Phone Number

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

### Contact Email

Must be an email address.

### Website (if applicable)

Must be a URL.

## Funding Stream

### Funding stream applying for \*

- Environment Grant
- Nature in the City

Refer to the 2020-2021 ACT Environment and Nature in the City Grants Information Pack - Section 1.8.1 for Funding Priorities for the ACT Environment Grant Stream and 1.8.2 for Funding Priorities for the Nature in the City stream. You can only apply for one stream per application but you can make multiple applications.

## Application type - Incorporated organisation

\* indicates a required field

### Incorporated organisation

#### 5. 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

To look up your abn visit <https://abr.business.gov.au/>

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

### Evidence of Level of Insurance Cover

See Section 5.2 of the Information Pack - Level of Insurance Required

If you are successful with your application you will be required to enter into a Deed of Grant with the Territory and you will be required to provide evidence that you either have:

- a current public insurance policy with a minimum cover of \$20 million (Certificate of Currency); or
- or have obtained a valid quote for a public insurance policy with a minimum cover of \$20 million.

### Evidence of Insurance Cover

Attach a file:

Upload a current public insurance policy (Certificate of Currency) or a valid quote for a public insurance policy with a minimum of \$20 Million

### Statement about the applicant (Incorporated Organisation)

**Please provide a statement outlining the principal aims and objectives of your organisation**

Word count:

Must be no more than 200 words.

## Applicant type - Individual or Non-Incorporated Organisation

\* indicates a required field

### IMPORTANT

**\*\*If you are an individual or other non-incorporated applicant you will need to lodge your application through an incorporated organisation.**

**(See Application Information Pack section 1.3.1 "Role of the Sponsor")**

### Letter from Sponsor

Attach a file:

Authority/consent from Sponsor for the Individuals application; See section 1.3.1 of the Information Pack.

### Sponsor ABN and GST Registration

**ABN \***

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

To look up your abn visit <https://abr.business.gov.au/>

## Evidence of Insurance Cover of Sponsor

See Section 5.2 of the Information Pack - Level of Insurance Required

If you are successful with your application you will be required to enter into a Deed of Grant with the Territory and you will be required to provide evidence that you either have:

- a current public insurance policy with a minimum cover of \$20 million (Certificate of Currency); or
- or have obtained a valid quote for a public insurance policy with a minimum cover of \$20 million.

### Evidence of Insurance Cover

Attach a file:

## Sponsors Details

### Name of Incorporated Organisation - Sponsor

### Address of Incorporated Organisation - Sponsor -

Address

### Primary Phone Number of Incorporated Organisation - Sponsor

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

Must be an Australian phone number.

### Contact Primary Email

Must be an email address.

### Statement about the applicant and sponsor

If you are an individual, please provide information about yourself to support your application. Please also provide a statement outlining the principal aims and objectives of your sponsor organisation

Word count:

Must be no more than 200 words.

## C. Project Description

\* indicates a required field

Projects are for a maximum of 12 months and commence from the Date of the signing of the Deed of Grant.

### Information about the project

Please provide an overview outlining what your project will do and why it is needed. Make sure you provide accurate facts and information about your project. This information may be used to showcase your project for media or communication purposes should your application be successful.

\*

Word count:

Must be no more than 250 words.

### Project Location

Address

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview



Please include GPS Point

## Authorisations

\* indicates a required field

### Permission for on-ground activities

Please refer to Section 2.1 of the Application Information Pack

**IMPORTANT: Please allow sufficient time to obtain the appropriate authorisations**

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

- No
- Yes\*

No more than 1 choice may be selected.

\*If yes, you must attach signed evidence of authorisation from the land owner/manager to undertake the project on their site.

**Please upload evidence of authorisation from Land owner/manager**

Attach a file:

### Interacting with native plants or animals

Does your project involve interaction with native plants and animals?

\*If yes, you must attach evidence that you can comply with the permits and licensing requirements of the ACT *Nature Conservation Act 2014*.

For more information, see Application Information Pack section 2.3 Working with Native Plants and Animals.

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

### **IMPORTANT: Please allow sufficient time to obtain the appropriate authorisations**

If you are unsure who to contact please contact the Grants Coordinator by emailing [actnrm@act.gov.au](mailto:actnrm@act.gov.au).

### **Does your project involve interaction with native plants and animals? \***

- Yes  
 No

No more than 1 choice may be selected.

If yes, please refer Section 2.2 of the Application Information Pack and you must attach evidence of permits and licensing to carry out this work.

### **Please upload evidence here**

Attach a file:

Permission to undertake work on sites that are of cultural or heritage significance

### **IMPORTANT: Please allow sufficient time to obtain the appropriate authorisations**

### **Does your project include work on sites which are of cultural or heritage significance? \***

- No\*  
 Yes\*\*

No more than 1 choice may be selected.

\*Please refer Section 2.1.7 of the Application Information Pack with reference to [www.legislation.act.gov.au/a/2004-57/](http://www.legislation.act.gov.au/a/2004-57/). If no, have you checked with ACT Heritage to ensure your project does not trigger the ACT Heritage Act? \*\*If yes, you must attach evidence of authorisation from the land owner/manager to undertake the project on their site.

### **Please attach evidence of authorisation**

Attach a file:

## Addressing the selection criteria

\* indicates a required field

### Project Selection Criteria

Your application will be assessed based on the information you provide against the relevant ACT Environment and Nature in the City Grants Streams and relevant selection criteria. You must address all selection criteria for your application to be valid.

See Application Information Pack Section 3.0 Completing your Application Form & Section 4.0 How will your Application be Assessed.



# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

### Selection Criteria 1: Alignment with funding priorities for the 2020-21 ACT Environment Grants

See Application Information Pack Section 1.8 Funding Priorities for the 2020-2021 ACT Environment Grants.

**Please indicate which of the following funding priorities are relevant to your project.**

- Enhance condition and connectivity of woodlands, grasslands and/or aquatic ecosystems
- Help manage threats to biodiversity, such as managing weeds and/or pest animals
- Protect native plants and animals
- Enhance biodiversity in urban areas
- Engage the community in on-ground environmental work
- Connect people to nature through innovative approaches
- Improve opportunities for Aboriginal and Torres Strait Islander community through 'Connecting to Country'

**Please describe how your project aligns with each of the funding priorities selected and improves the environment \***

Word count:

Must be no more than 500 words.

### Selection Criteria 1: Alignment with funding priorities for the 2020-2021 ACT Nature in the City

See Application Information Pack Section 1.8 Funding Priorities for the 2020-21 ACT Nature in the City Stream

**Please indicate which of the funding priorities are relevant to your project**

- Contribute to sustainably improving soil: health and function; structure; water holding capacity; fertility; landscape capacity to support and enhance urban living infrastructure
- Resilience to climate change impacts, including demonstrating climate appropriate and sustainable urban landscaping and design principles
- Contributions towards enhancing vegetation cover and its long term survival rate
- Water sensitive urban design principles, including retrofitting infrastructure to allow hydration using stormwater and natural landscape features
- Contribution towards replacing non-permeable surfaces (impervious artificial surfaces with natural permeable surfaces to improve sub-surface connectivity)

**Please describe how your project aligns with funding priorities selected and improves the environment**

# 2020-2021 ACT Environment and Nature in the City Grants Application Form Form Preview

Word count:

Must be no more than 500 words.

## Selection Criteria 2: Effectiveness of your project

Instructions for Selection Criteria 2:

In this section of your application you must:

1. What is the problem you have identified and how will your project help address that problem.
2. If your project includes on-ground work, include information about:
  - 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 will be used as a project baseline and enable the project to be monitored and assessed. Minimum photopoint before and after.
3. If you have any site maps or plans that further convey the effectiveness of your project, please upload.

### **Selection Criteria 2: Effectiveness of your project \***

Word count:

Must be no more than 500 words.

### **Attach supporting documents**

Attach a file:

site maps, current condition, plans etc.

## Selection Criteria 3 - Level of Project Planning

Instructions for Selection Criteria 3:

In this section of your application, you must demonstrate that you have effectively planned your project:

### **3.1 Complete a project plan which shows the steps involved in undertaking your project including**

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

- - **Key Steps/Activities (eg. recruitment of volunteers)**
  - **Description of activity (eg. email availability request to volunteer base)**
  - **Timeline/Key Dates (eg. prior to planting day (Spring 2020))**

Key steps/activities	Description of activity	Timeline/Key Dates

### 3.2 - Maintenance of your Project Post End Date

Describe how you will maintain the Project post project end date.

Word count:

Must be no more than 200 words.

### 3.3 - Monitoring and Evaluation of your Project

Describe how you will monitor and evaluate your project

Word count:

Must be no more than 200 words.

## Selection Criteria 4: Soundness of project budgeting and value for money

Instructions for Selection Criteria 4:

Your project budget must be **GST Exclusive** and include the grant amount sought, and all other sources of funding, in-kind contributions, and volunteer and paid labour, to give a true value of the whole project particularly to show value for money.

In this section of your application, you must:

1. Provide an itemised budget of all expenses and a justification 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 scope of the value of the project to be ascertained.
3. All amounts are to be **GST exclusive**.
4. General volunteer labour can be costed at \$33.71 per hour.

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

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.

### Budget

Please also include estimated in-kind contributions

Item	Basis of costing	Grant Funding Requested	Applicant Contribution	Other funding sources
eg, materials, equipment hire, communications, admin costs etc labour	eg, number of seedlings, hectares of treatment, contracted hours)	(GST Exclusive) Must be a dollar amount.	Must be a dollar amount.	Must be a dollar amount.

#### Total Funds Requested

\$

This number/amount is calculated.

NOTE: Maximum Amount for ACT Environment Grants is \$35,000 and Nature in the City is \$20,000.

#### Total Applicant Contribution

\$

This number/amount is calculated.

#### Total other funding sources

\$

This number/amount is calculated.

### Selection Criteria 5: Level of community and stakeholder engagement

Instructions for Selection Criteria 5:

In this section of your application, you must:

1. List the groups and/or organisations you are partnering with (optionally attach any letters of support).
2. Indicate what each partner/s are responsible for/contributing.
3. If your project includes Indigenous engagement you must provide details of your proposed consultation process with the local Indigenous community and/or provide evidence of their support. (See section 2.1.7 Working on sites of Cultural or Heritage Significance)

•

### Selection Criteria 5: Level of community and stakeholder engagement \*

# 2020-2021 ACT Environment and Nature in the City Grants Application Form Form Preview

Word count:  
Must be no more than 500 words.

**Attach letters of support (if applicable)**

Attach a file:

## Risks and Mitigations

Determine the Potential Risks to the project.

**Detail any issues, risks, constraints or knowledge gaps that may inhibit the project achieving its objectives in the table below.**

Estimate the Consequence and Likelihood of each of the risks identified.

Based on the Risk Matrix below determine the risk level (Low, Medium, High, Extreme) of any potential risks to the project.

**Consequence**

**Likelihood**

*Insignificant*

*Minor*

*Moderate*

*Major*

*Severe*

*Almost Certain*

Medium

High

High

Extreme

Extreme

*Likely*

Medium

Medium

High

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

Extreme  
 Extreme  
*Possible*  
 Medium  
 Medium  
 High  
 High  
 Extreme  
*Unlikely*  
 Low  
 Medium  
 Medium  
 High  
 High  
*Rare*  
 Low  
 Low  
 Medium  
 High  
 High

Example: Dry conditions impacting plants; Major; Likely; Extreme; Monthly supplementary watering over summer.

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
The description should provide an understanding of the context of the risk, as well as its likely cause and possible consequence				What will you do to mitigate or manage the risk? How does the project design address the risk

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

Form Preview

## Previous grants

Provide details of any other grants received from the ACT Government over the past three years

Project Name	Year	Funded Amount	Project Status
		\$	
		Must be a dollar amount.	

## CHECKLIST

Before submitting your application please ensure that:

**Please tick each statement that is applicable as verification of your completed application**

- You have completed all sections of the Application Form
- You have uploaded copies of: letter of authorisation from landholder/manager
- If applicable, you have uploaded copies of ACT Heritage supporting/agreement documentation of: letter of authorisation from landholder/manager
- You have uploaded copies of location of the specific area you intend to undertake your project.

### Submission of Applications

**APPLICATIONS MUST BE RECEIVED BY  
AEST 11.59pm on Tuesday 28th April**

## Certification by applicant or sponsor

\* indicates a required field

### Authorisation

# 2020-2021 ACT Environment and Nature in the City Grants Application Form

## Form Preview

This section must be completed by an appropriately authorised person on behalf of the applicant or Incorporated Organisation

(This may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the 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 the funding.**

### I agree

Yes

No

### Name of authorised person \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Usually the Person Responsible for the Organisation

### Position \*

### Contact Phone Number \*

### Contact Email \*

Must be an email address.

### Date \*

Must be a date.