

Healthy Waterways Community Grants Program Application Form

Form Preview

2026-27 Healthy Waterways Community Grants Program Application Form

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Before completing this application form, you should have read the [Healthy Waterways Community Grants Program Guidelines](#).

Please also note there are grant information sessions and behavioural insights workshops available ([click here for event information](#)).

We encourage you to work offline while you draft your application, rather than working in this form directly - you can cut and paste your final responses into the form when you're ready. However, please hit save as you go, to ensure you don't lose any information as incomplete forms and/or forms received after the closing time will not be considered.

If you have any questions about completing this form, please email the **Grants Coordinator via healthywaterways@act.gov.au**. Please allow sufficient time for a response, particularly close to the application closing date.

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

If you need more help using the Smarty Grants form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQs\)](#)

Application Closing Date and Time

Applications close: 11.59 pm on Monday 23rd November 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.

Preliminary confirmation of eligibility

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

- You have read and understood the 2026-27 [Healthy Waterways Community Grants Program Guidelines](#).
- You / your organisation:
 - Is a legal entity that is able to enter into a Deed of Grant with the ACT Government (for example, an individual (applying in own right or on behalf of an unincorporated group), incorporated association, company, or other eligible organisation), AND
 - Has an active ABN, AND
 - Has the required insurances, or can provide a quote for the required insurances;

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OR

- - Has entered into an auspicing arrangement with an entity that meets the above criteria and is willing to accept legal and financial responsibility for the funded project.
- You / your organisation is NOT:
 - a government agency,
 - a political party registered under the Commonwealth Electoral Act (1918),
 - a business based outside the Canberra region, or
 - a business with more than 200 employees.
- You / your organisation has not failed to provide satisfactory acquittal reporting for any previous ACT Government funding.
- Your proposed project is located in an urban area of the ACT.
- You are able to demonstrate alignment between your project and the priorities of this program.
- Where relevant, you have letters of support from the relevant land manager(s).

*

- ☐ I confirm that all the statements above are true and correct

Eligibility

* indicates a required field

Type of applicant

Is the applicant applying:

- ☐ As an individual or sole trader
- ☐ As an incorporated organisation
- ☐ As an unincorporated group (with one member who meets all eligibility criteria ready to sign the deed, taking full legal and financial responsibility for the project)
- ☐ As a local small or medium-sized business
- ☐ Under an agreement with an auspicing organisation

Does the applicant (or primary applicant) have an ABN? *

- ☐ Yes
- ☐ No

Applicants are only eligible for funding if they have an Australian Business Number (ABN), unless they are being auspiced by another organisation.

If you don't have an ABN but can meet all other eligibility criteria (including insurance), you may wish to apply for an ABN. You can apply for an ABN for free through the Australian Business Register at abr.gov.au, and if your information is complete, you'll usually receive your 11-digit ABN immediately.

Alternatively, you may wish to enter into an auspicing arrangement with an eligible entity. See the Guidelines for more information.

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ABN *

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.

Does the applicant hold the required insurance OR have a quote and intend to obtain the required insurance if successful? *

- ☐ Yes
☐ No

Applicants are only eligible for funding if they have the required insurance or a quote for same, unless they are being auspiced by another organisation.

If you are unable to secure the required insurance, you may wish to enter into an auspicing arrangement with an eligible entity. See the Guidelines for more information.

Applicants Requiring an Auspicing Organisation

* indicates a required field

Applicants must have an ABN and appropriate public liability insurance (or intend to obtain insurance if successful). Applicants who do not meet these requirements must apply through an auspicing organisation. Applicants may also be auspiced for their own reasons.

What is the name of the auspicing organisation? *

Organisation Name

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Is the auspicing body a legal entity, able to enter into a funding agreement (for example, an incorporated association, company, or other eligible organisation)? *

- ☐ Yes
☐ No

Does the auspicing organisation hold the required insurance OR have a quote and intend to obtain the required insurance if successful?

- ☐ Yes
☐ No

Does the auspicing organisation meet all other eligibility criteria for this grant program? (See the 'Preliminary confirmation of eligibility' checklist on page 1 or refer to the Grant guidelines.)

- ☐ Yes
☐ No

Is the auspicing organisation willing to accept legal and financial responsibility for the proposed project?

- ☐ Yes
☐ No

Auspicing Organisation Ineligible!

An auspicing organisation must:

- Be a legal entity that is able to enter into a Deed of Grant with the ACT Government (for example, an incorporated association, company, or other eligible organisation), AND
- Have the required insurances, or provide a quote for the required insurances, AND
- Meet all other eligibility criteria for the program, AND
- Be willing to accept legal and financial responsibility for the proposed project.

Auspicing Organisation Contact Details

Primary Contact at Auspicing Organisation *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Auspice Contact's Position

Auspicing Organisation's Primary Address *

Address

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

Auspicings Contact's Phone Number *

Must be an Australian phone number.

Auspicings Contact's Email Address *

Must be an email address.

Auspicings Organisation's Primary Website (optional)

Must be a URL.

ABN *

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.

Enter the auspicings organisation's ABN.

Auspicings Organisation Letter

Upload letter from the auspicings organisation *

Attach a file:

The letter must confirm that the organisation agrees to act as auspice for the project and undertake the responsibilities described in the Grant Guidelines.

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. View our [Information Privacy Policy here](#).

Applicant contact details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant Primary Address *

Address

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

Applicant Postal Address

Address

Applicant Primary Phone Number *

Must be an Australian phone number.

Applicant Primary Email *

Must be an email address.

Applicant Primary Website

Must be a URL.

Optional.

Project contact details

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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 *

Title First Name Last Name

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Position within organisation *

--

Phone Number (project contact person, if relevant) *

--

Must be an Australian phone number.

Contact Email *

--

Must be an email address.

Legal Obligations Contact Person

Please provide the contact details of the person 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.

Is that person the same as the primary project contact, above?

- ☐ Yes, same as above
☐ No, someone else

Legal Obligations Contact Person

Name *

--

Position within organisation *

--

Address *

--

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

Phone number *

--

Must be an Australian phone number.

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Contact email *

Must be an email address.

Applicant and funding stream

* indicates a required field

Statement about the applicant

Tell us about yourself, your organisation or business. *

Must be no more than 200 words.

Funding stream selection

Please refer to the Healthy Waterways Community Program Grants Guidelines to select the funding stream for this round of grants.

Which funding stream are you applying for? *

- ☐ Stream 1: Community Action Grants - \$2000 to \$10,000
- ☐ Stream 2: Impact Grants - \$10,001 to \$30,000

Project details

* indicates a required field

Project title

Project title *

Project summary

Please provide a brief summary of your project. *

Word count:

Must be no more than 150 words.

Project start date and end date

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If your application is successful, your project can begin when the Deed of Grant has been signed by both parties. It is anticipated that all deeds of grant will be issued **during January 2027**, conditional on provision of insurance and any relevant approvals, authorisations and licencing documents.

Projects must be completed AND acquitted within 12 months of the date of the Deed of Grant but may be completed and acquitted earlier. See the Guidelines for further details.

If required, signing of your deed of grant may be delayed to better suit your project delivery timeframe. At the latest, deeds must be in place and funds invoiced by 30 June 2027.

Note: When planning project start and end dates, you may wish to consider the main street-tree species and leaf-fall period/s in your area of activity. Most deciduous species lose their leaves in autumn, some in winter and spring (e.g. oaks), and eucalyptus trees tend to shed over summer in the hottest and driest periods.

Anticipated Start Date *

Must be a date and no earlier than 1/1/2027.

Anticipated End Date *

Must be a date and between 1/2/2027 and 30/6/2028.

Must be no more than 12 months after the anticipated start date.

Merit criteria 1 and 2

* indicates a required field

Your application will be assessed against the following merit criteria as outlined in Healthy Waterways Community Grants Program Guidelines:

- 1.Alignment with program priorities (30%).
- 2.Target audience, community engagement and participation (15%)
- 3.Project plan, delivery and expected impact (30%)
- 4.Capability and capacity to deliver (15%)
- 5.Project budget and viability (10%)

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

Merit criterion 1: Alignment with program objectives and priorities

Please select which of the following funding priorities are relevant to your project (select all that apply). The project will: *

- ☐ Encourage active community participation, collective action and/or local stewardship in relation to leaf litter collection from nature strips and/or hard surfaces, helping reduce nutrient pollution in our waterways.
- ☐ Support lasting behaviour change, rather than awareness raising alone in relation to leaf litter management and beneficial reuse of leaf litter (see the Guidelines and the Behavioural Insights Workshop events for guidance on this topic).

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- ☐ Trial innovative approaches that could be replicated elsewhere.
- ☐ Deliver enduring benefits beyond the funding period.

Describe how the project will address the program's priorities (Stream 1). *

Word count:

Must be no more than 300 words.

Describe how the project will address the program's priorities (Stream 2). *

Word count:

Must be no more than 600 words.

Merit Criterion 2: Target audience, community engagement and participation (Stream 1)

Describe how your project will engage participants and encourage action.

In your response, include:

1. Who the project is intended to engage and why (and where in the ACT).
2. Expected geographic location or scope.
3. How participants will be recruited and encouraged to take part.
4. Any partnerships or community connections that will support delivery.
5. The expected level of participation or community reach.
6. How project learnings or outcomes will be shared.

Projects may engage small, highly targeted audiences or larger community audiences. Assessment will consider whether the scale of engagement is appropriate for the size and purpose of the project.

*

Word count:

Must be no more than 300 words.

Merit Criterion 2: Target audience, community engagement and participation (Stream 2)

Describe your community engagement approach and how participation will be achieved.

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In your response, include:

- 1.The target audience/s and why they have been selected (and where in the ACT they are located).
- 2.Expected geographic location or scope.
- 3.Strategies to recruit, engage and retain participants.
- 4.Partnerships, collaborations and/or stakeholder involvement.
- 5.Expected participant numbers, diversity and community reach.
- 6.How project outcomes, learnings and resources will be communicated and shared.

Projects seeking larger grants will be expected to demonstrate broader reach and stronger engagement strategies, commensurate with the funding requested.

*

Word count:

Must be no more than 600 words.

Merit Criteria 3 and 4

* indicates a required field

Merit Criterion 3: Project Plan, Risks and Evaluation (30%)

Part 1: Project Plan (Stream 1)

Complete the below project plan template including key dates, key activities, and any additional information (please note you can add or delete rows as needed).

Key dates/timelines	Key steps/activities	Additional information
Key dates or stages (e.g. planning, activity, evaluation, reporting)	(What will you do during this stage? List all tasks required to deliver the project)	(Provide any other important details.)

Part 1: Project Plan (Stream 2)

Complete the below project plan template including key dates, activities, deliverables and additional information.

Key dates/timelines	Key steps/activities	Deliverables	Additional information
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Key dates or stages (e.g. planning, project activity, evaluation, reporting)	(What will you do during this stage? List all tasks required to deliver the project)	(List the deliverables relevant to each stage or milestone, if applicable)	(Provide any other important details.)

Part 2: Risk Management (Stream 1)

In this section, please add the following information into the risk register below:

1. Identify any potential project risks - issues, risks, constraints or knowledge gaps that may inhibit your project achieving its objectives.
2. Estimate the consequence (most likely, not worst possible) 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.

Risk Matrix

MATRIX

Consequence

Insignificant

Minor

Moderate

Major

Severe

Likelihood

Almost certain

Medium

High

High

Extreme

Extreme

Likely

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

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

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Part 2: Risk management (Stream 2)

In this section, please add the following information into the risk register below:

1. Identify any potential project risks - issues, risks, constraints or knowledge gaps that may inhibit your project achieving its objectives.
2. Estimate the consequence (most likely, not worst possible) 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.

Risk Matrix

MATRIX

Consequence

Insignificant

Minor

Moderate

Major

Severe

Likelihood

Almost certain

Medium

High

High

Extreme

Extreme

Likely

Medium

Medium

Medium

High

Extreme

Possible

Low

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Medium
Medium
High
Extreme
Unlikely
Low
Medium
Medium
High
High
Rare
Low
Low
Low
Medium
High

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

Part 3: Measuring project success (monitoring and evaluation) (Stream 1)

Outline how project success will be measured (what data will be collected, how and when), focusing on the program priorities identified at criterion 1.

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For example, data might relate to the number of people engaged, feedback collected, events held, commitments secured, tools provided, workshops delivered, leaf cages installed, reminders issued, artworks created, stories shared, and others.

Data collection methods could be surveys, other sources of feedback, pledge forms, counting heads, project records, etc.

Timing might be during and/or after delivery, or you might collect both before and after data.

*

Word count:

Must be no more than 200 words.

Part 3: Measuring project success (monitoring and evaluation) (Stream 2)

Describe how project success will be measured (what data will be collected, how and when), focusing on the program priorities identified at criterion 1.

For example, data might relate to the number of people engaged, feedback collected, events held, commitments secured, tools provided, workshops delivered, leaf cages installed, reminders issued, artworks created, stories shared, and others.

Data collection methods could be surveys, other sources of feedback, pledge forms, counting heads, project records, etc.

Timing might be during and/or after delivery, or you might collect both before and after data.

*

Word count:

Must be no more than 400 words.

Merit Criterion 4: Capability and Capacity to Deliver (Stream 1) (15%)

Describe your ability to successfully deliver the project.

In your response, outline:

- 1.Relevant skills, experience or local knowledge.
- 2.Roles and responsibilities of those involved.
- 3.Any relevant experience delivering community, environmental, education, volunteer or behaviour change projects.
- 4.Any partnerships that strengthen project delivery.

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Applicants are not required to demonstrate experience delivering large or complex projects. Volunteer-led and first-time applicants will be assessed based on the capability appropriate to the scale of the proposed project.

*

Word count:

Must be no more than 300 words.

Merit Criterion 4: Capability and capacity to deliver (Stream 2) (15%)

Describe your organisation's capability to successfully deliver the proposed project.

In your response, include:

- 1.Relevant organisational experience and expertise.
- 2.The skills, qualifications and experience of key personnel.
- 3.Roles and responsibilities of team members and project partners.
- 4.Experience delivering projects of a similar scale, complexity or focus.

Assessment will consider whether organisational capability is appropriate to the size, complexity and risk profile of the proposed project.

*

Word count:

Must be no more than 500 words.

Merit Criterion 5

* indicates a required field

Merit Criterion 5: Project Budget and Viability (Stream 1) (10%)

The assessment panel wants to understand the value of the whole project to determine value for money. In the following sub-sections, please demonstrate that the project represents an effective and efficient use of grant funding.

Assessment will consider whether:

- Costs are reasonable and justified
- Expenditure is clearly linked to project activities
- The project provides value for money
- The budget is proportionate to the outcomes sought.

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Administrative costs are capped at 10% of the grant amount sought. Where an individual or non-incorporated group applies through a sponsoring organisation, this cap includes all administrative costs incurred by both the applicant and the sponsoring organisation.

Salary and staffing costs may be funded where they are directly related to the core management and delivery of the funded project and are incurred within the term of the Funding Agreement. These costs must be clearly outlined and justified, represent value for money, and contribute directly to the achievement of project outcomes. Provide this information at the Supporting Information section, below.

It is recommended that you seek and attach quotes for **expenses over \$2000**. Quotes can be uploaded at the Supporting Information section, below.

Merit Criterion 5: Project Budget and Viability (Stream 2) (10%)

This assessment panel wants to understand how your project represents value for public investment and that the proposed budget is appropriate for the scale and expected outcomes of the project.

In the following sub-sections, please demonstrate that the project represents an effective and efficient use of grant funding.

Assessment will consider whether:

- Costs are reasonable, realistic and well justified
- Expenditure is clearly linked to project activities and outcomes
- The project leverages additional contributions where appropriate
- The budget demonstrates efficient use of public funds
- The costs are proportionate to the anticipated environmental, community and behaviour-change outcomes
- The project represents value for money

Administrative costs are capped at 10% of the grant amount sought. Where an individual or non-incorporated group applies through a sponsoring organisation, this cap includes all administrative costs incurred by both the applicant and the sponsoring organisation.

Salary and staffing costs may be funded where they are directly related to the core management and delivery of the funded project and are incurred within the term of the Funding Agreement. These costs must be clearly outlined and justified, represent value for money, and contribute directly to the achievement of project outcomes. Provide this information at the Supporting Information section, below.

It is recommended that you seek and attach quotes for **expenses over \$2000**. Quotes can be uploaded at the Supporting Information section, below.

Itemised project budget (Stream 1)

Please complete the project budget table below.

Significant co-contributions are welcome, but not required.

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

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Item **Basis of Costing** **Grant Funding Requested** **Applicant Cash or In-kind Contribution** **Total Budget**

E.g. materials, contractor time, equipment hire, communications, products, administration	Text field. E.g. cost estimate, contracted hours, expected volunteer in-kind hours	Please include GST inclusive figures for goods and services. Must be a dollar amount.	Actual or estimated value of in-kind or cash contributions. (Incl GST if relevant) Must be a dollar amount.	This number/amount is calculated.

Total Budget (Stream 1)

Total Grant Funding requested **Total Applicant Contribution** **Total Budget**

This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Itemised project budget (Stream 2)

Please complete the project budget table, including:

- A detailed and itemised project budget.
- Cash and in-kind contributions from your organisation, volunteers or project partners.

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

Item **Basis of costing** **Grant Funding Requested** **Cash or In-kind Contributions** **Total Budget**

E.g. materials, contractor time, equipment hire, communications, products, administration	Text field. E.g. cost estimate, contracted hours, expected volunteer in-kind hours	Please include GST inclusive figures for goods and services. Must be a dollar amount.	Actual or estimated value of cash or in-kind contributions (GST incl. if relevant) Must be a dollar amount.	This number/amount is calculated.

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Total Budget (Stream 2)

Total Grant Funding requested **Total Applicant Contribution** **Total Budget**

This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Supporting information - Project expenses (Stream 1)

Please note:

- Justification for major expenditure items. If you have quotes, they can be uploaded below.
- A clear justification of any salary costs.
- The source of any cash and in-kind contributions listed in the budget table coming from project partners, volunteers or other sources.

*

Word count:

Must be no more than 300 words.

Major cost quote #1

Attach a file:

Major cost quote #2

Attach a file:

Major cost quote #3

Attach a file:

Supporting information - Project expenses (Stream 2)

Please describe:

- The major costs in your budget and why they are necessary to deliver the project. If you have quotes, they can be uploaded below.
- A clear description and justification for any salary costs.

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- The source of any cash and in-kind contributions listed in the budget table coming from project partners, volunteers or other sources.

*

Word count:

Must be no more than 500 words.

Major cost quote #1

Attach a file:

Major cost quote #2

Attach a file:

Major cost quote #3

Attach a file:

Major cost quote #4

Attach a file:

Major cost quote #5

Attach a file:

Letters of support, approvals, authorisations and licencing

* indicates a required field

Letters of support, approvals, authorisations and licensing

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

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

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 well in advance of the grant closing date, via email: healthywaterways@act.gov.au.

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Land manager/owner support for the proposed project

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

Please refer to the Grant guidelines for more information about carrying out projects and events on public land (including public parks and nature strips). If your proposed project is on public land and requires a permit, please contact CED.CPPMLandManagement@act.gov.au, providing proposal details and locations (include a map) and request a letter of support.

Note: If your application is successful and your project is on Public Land, you may be required to obtain and submit all required permits before the ACT Government will enter into a Deed of Grant with you / your organisation and before the project can proceed. This will depend on the conditions in any letter of support and the perceived risk that they may not be met.

Does your project include work on land that is not owned by you (including nature strips)? *

☐ 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 is your proposed project interacting with native plants and animals?

For information about licensing of projects involving plants and animals, see: [Licensing of plants and animals - ACT Government](#).

To check for any heritage requirements at your proposed site, see the [ACTmapi Heritage Map](#).

Please refer to the Grant guidelines for more information. Contact heritage@act.gov.au if your proposed project is on cultural or heritage sites or pcs.licensingandcompliance@act.gov.au if you plan to be interacting with native plants or 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 may be required to obtain and submit all documentation to the Grant Coordinator before the ACT Government will enter into a Deed of Grant with you / your organisation and before the project can proceed. This will depend on the perceived risk that any approvals, authorisations or licences may not be granted.

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

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☐ 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 Healthy Waterways Community Grants Program Guidelines insurance section for further details.

Evidence of public liability cover

Please show evidence of:

- 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
- 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.

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

Applicants being auspicied by an organisation:

If your application is auspicied, your auspicings organisation is required to provide evidence they have the appropriate insurance or a quote (as described in the dot points above).

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 auspicings organisation will be required to provide evidence that they have:

- a current Voluntary Workers Insurance policy or Certificate of Insurance cover; or

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- 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 proof of 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

Describe any conflict/s of interest (if applicable)

Other funding disclosure

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

Have you received any funding from another ACT Government or Commonwealth Government source for the activities described in this application. *

☐ Yes

☐ No

Provide details of any additional funding, if applicable.

Healthy Waterways Community Grants Program Application Form

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Application checklist

Before submitting your application please check that:

- ☐ You have completed all sections relating to the merit criteria.
- ☐ If you are being auspiced by another organisation, you have uploaded letters of agreement from your auspicings organisation.
- ☐ 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.
- ☐ You have uploaded all documentation in relation to public liability and if applicable, volunteer workers insurance.

Authorisation

* indicates a required field

This section must be completed by an appropriately authorised person on behalf of the applicant or auspicings 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 Healthy Waterways Community Grants Program Guidelines and Letter of Approval.
- If successful, I certify that I/we or our auspicings organisation are eligible to enter into a Deed of Grant with the ACT Government and understand the implications and obligations of funding.

I confirm that all the statements above are true and correct *

☐ Yes

Name of authorised person *

Title First Name Last Name

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Position *

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Phone Number *

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Must be an Australian phone number.

Email *

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Must be an email address.

Your Feedback

* indicates a required field

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

How did you find out about this grant opportunity? *

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.

How long did it take to fill out the form (hours)?

Must be a number.