

Upper Murrumbidgee Community Stewardship Grants Application Form

Form Preview

Upper Murrumbidgee Community Stewardship Grants Program

* indicates a required field

This application form is for the Upper Murrumbidgee Community Stewardship Grants Program.

Before completing the application form, please read the Upper Murrumbidgee Community Stewardship Grants Program Guidelines available [here](#).

If you have any questions please contact the Grants Coordinator on (02) 6207 4530 or email:rumr.programact@act.gov.au

If its after hours and you have a technical issue, contact Smarty Grants directly by calling (03) 9320 6888 or email:service@smartygrants.com.au.

Application Prerequisites

Applications close: 5:00pm on Monday 13th July 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.

Before filling out this application please confirm: *

- I have read and understood the Upper Murrumbidgee Community Stewardship Grants Program Guidelines.
- My project is located in the Australian Capital Territory or is being undertaken by Ngunnawal people on Ngunnawal land.
- I am not representing a political party or government agency.
- The applicant is an incorporated association or non-profit, or is sponsored by an incorporated association or non-profit organisation for this application.
- The applicant organisation is prepared to enter into a Deed of Grant with the Territory.
- The applicant organisation has public liability insurance or can provide a quote from an insurance company and then become insured upon becoming successful for funding (this grant cannot be used to pay for the required insurance).

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

Applicant Details

* 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

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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](#) that sets out how CED manages personal information when performing its functions and duties.

Applicant Summary

Name of Applicant Organisation *

Organisation 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 association.

Sponsor Organisation Name *

Organisation Name

Primary Contact Details

In the following section:

- If your application is from an incorporated organisation add in the project manager for your project.
- If your application requires a sponsoring incorporated organisation, add in the contact details for the person in the sponsoring organisation that would be responsible for the administration of the grant.

Primary contact for your project *

Organisation Name

Position within organisation *

Address *

Address

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

Phone Number *

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Contact Email *

Application type - Incorporated association

* indicates a required field

Incorporated Association

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	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Statement about the applicant

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

Must be no more than 100 words.

Applicant type - Individual or Non-Incorporated organisation

* indicates a required field

IMPORTANT

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

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Please attach a copy of a letter from your sponsor organisation agreeing to the requirements as outlined in the Upper Murrumbidgee Community Stewardship Grants Program Guidelines.

Letter from sponsor *

Attach a file:

Sponsor ABN and GST Registration

Sponsor 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.

Statement about the applicant and sponsor

Tell us about yourself or the purpose or aims of your non incorporated organisation and of your sponsor organisation. *

Must be no more than 100 words.

Grant Funding Stream

* indicates a required field

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Please refer to the Upper Murrumbidgee Community Stewardship 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: *

- Community Awareness and Capacity Building
- Restoration, Maintenance and Monitoring
- Large Collaborative Projects

Project Details

* indicates a required field

Project Title

Project title *

Project Summary

Short project description *

Word count:

Provide a short description of your project. Max. 200 words

Project Term

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. All projects are for a term of up to 20 months.

Anticipated Start Date *

Must be a date.

Anticipated End Date *

Must be a date.

Project Location

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Please outline where the primary activities of your project will take place. If your project includes on-ground works, please upload a map clearly indicating where works will occur.

Location of project activities *

Word count:

Must be no more than 50 words.

Map of on-ground works

Attach a file:

Addressing the Project Merit Criteria

* indicates a required field

Your application will be assessed against the following merit criteria as outlined in the Upper Murrumbidgee Community Stewardship Grant Program Guidelines:

1. Alignment with Upper Murrumbidgee Community Stewardship Grants Program outcomes (25%)
2. Target audience and community engagement (30%)
3. Feasibility and capability (30%)
4. Value for money and financial viability (15%)

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

Please only answer the questions related to the stream you are applying for.

If you would like to apply for additional streams please submit additional applications.

Merit Criteria 1: Alignment with Upper Murrumbidgee Community Stewardship Grants Program Outcomes

Please select which of the following priorities your project intends to address *

- Stewardship and engagement: Creating opportunities for the community to participate in activities that promote long-term care for the river.
- Active restoration: Delivering community-led on ground works to improve the river's physical and ecological health.
- Capacity building: Equipping local groups and individuals with the skills, knowledge, and resources required to monitor and maintain the upper Murrumbidgee river
- Education and awareness: Increasing public understanding of the upper Murrumbidgee's significance, its current threats and its importance to First Nations and regional communities.

At least 1 choice must be selected.

The aim of the program is to contribute to restoring the health of the upper Murrumbidgee River by fostering long-term community stewardship, increasing local participation in restoration efforts, and building the community's capacity to

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manage the river's ecological, social and cultural values into the future. Outline the intended outcomes of your project and how these will contribute to the aim of the program. *

Must be no more than 300 words.

Merit Criteria 2: Target audience and engagement

Identify your target audience and explain why targeting this audience is important in addressing the program priorities. Outline how you will engage with your audience and provide details of any partnerships and / or co-designed elements of your project. (Note that for stream 3 applicants there is an additional criteria on partnerships in Merit Criteria 3b). *

Must be no more than 300 words.

Merit Criteria 3a: Project plan

Complete a project plan which outlines the key activities involved in undertaking your project including:

- *Key milestones E.g. planning, engagement, purchasing, workshop, promoting or evaluating*
- *Description - State (and briefly describe) the activity associated with the specific milestone.*
- *Timeline - If timing is not fixed, please estimate or describe what it depends on.*

Milestone	Description	Start Date	Finish Date

Merit Criteria 3b : Project team

Please outline the key member(s) of the project team and any relevant skills, experience and capabilities. *

Must be no more than 200 words.

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Large collaborative projects

If applying for stream 3, please outline the collaborative elements of your project and explain why collaborating will enhance the project outcomes. Please upload your supporting letter of collaboration below. *

Upload supporting letter of collaboration here *

Attach a file:

Merit Criteria 3c: Monitoring, evaluating and maintenance of your project

How will you monitor the outcomes of your project and how will you measure success? *

Must be no more than 200 words.

Please outline how your project will be maintained after its completion to ensure outcomes are sustained beyond the funded project period.

Word count:

Must be no more than 100 words.

Merit Criteria 4: Value for money and financial viability

Provide a detailed, itemised budget that considers all potential expenses and provides value for money. Ensure that your budget is appropriate for the proposed outcome and includes any in-kind contributions and volunteer hours.

Please remember that:

- Specialist labour can be costed at current average industry rates.
- A maximum rate of 10% of total grant funding sought may be attributed to administrative costs.
- If a salary component is included, provide a clear breakdown of the amount requested.
- Volunteer hours can be costed at \$50.40 per hour.

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Item	Basis of costing	Grant Funding Requested	Applicant Contribution	Budget
eg, contractor, materials, equipment hire, communications, admin costs	eg, contractor quote, estimated cost of materials, contracted hours, volunteer hours	(GST inclusive for goods and services) Must be a dollar amount.	Must be a dollar amount.	This number/ amount is calculated.
				\$
				\$
				\$
				\$

Total 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 funds requested + total applicant contribution.

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 Upper Murrumbidgee Community Stewardship Grants Program Guidelines provides a table of some government agency email contacts to seek letters of approvals, authorisations and licencing.

For more information or advice please contact the Grants Coordinator.

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.

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? *

- Yes No

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

Attach a file:

Letters of support

Please upload any other letters of support for your project here.

Attach a file:

Additional approvals, authorisations or licences

Does the proposed project require additional approvals, authorisations or licences?

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

If yes, please provide details of approvals and timelines below:

Risks and Mitigations

Determine the potential risks to the project

There are 4 steps to fill out the risk assessment below:

1. Describe any potential 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. Using the risk matrix at the bottom of the page identify the risk level (Low, Medium, High, Extreme) of any potential risks to the project and add to the assessment.
4. Describe how you will respond (manage or mitigate) to the risks you have identified for your project.

Project risk assessment

Potential risk	Consequence	Likelihood	Risk Level	Proposed response
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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?

Risk matrix

Note: The following table shows correctly when completing the on-line application form.

Using the following risk matrix determine the risk level of your identified risks in the risk assessment above:

Consequence

Insignificant

Minor

Moderate

Major

Severe

Likelihood

Almost Certain

Medium

High

High

Extreme

Extreme

Likely

Medium

Medium

High

Extreme

Extreme

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Possible

Medium

Medium

High

High

Extreme

Unlikely

Low

Medium

Medium

High

High

Rare

Low

Low

Medium

High

High

Insurance

* indicates a required field

Please refer to the Upper Murrumbidgee Community Stewardship Grants 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 coverage of between \$10 and \$20 million (Certificate of Currency); or
- obtained a valid quote for a public liability insurance policy with adequate cover for the proposed activities.

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.

Evidence of Insurance Cover *

Attach a file:

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Upload a current public liability insurance policy (Certificate of Currency) or a valid quote for a public liability 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.

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:

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.

Other funding disclosure

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

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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.

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 within this application are true and correct and that I have read and understood the Grant Program Guidelines.
- 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 accordance with the Grant Program 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 the funding.

I agree *

Yes

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.

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