



Australian Government

Department of Industry, Science and Resources

**Department of Climate Change, Energy,
the Environment and Water**

Sample application form

Cultural Flows Planning for Cultural Economies Program

This document shows the questions included in the online application form for this program. It will help you prepare your responses and the mandatory attachments you need before you apply online.

Instructions

The online form captures the information required by the department to assess and manage your application for services and funding.

The first page of the application page contains the following instructions.

Completing your application

The application consists of separate pages as shown in the navigation menu on the left hand side of the portal page. You can navigate between pages using the menu or the buttons at the bottom of each page.

A warning message may appear if you have not completed all of the mandatory questions or if there is an issue with information you have entered. If a question is not mandatory it will be clearly marked – Optional.

Saving your responses

You can save your changes at any time by using the Save button.

To prevent you losing your work you should save often. The portal will time out after 30 minutes if you do not save. Typing or moving your mouse does not reset the time out.

You must use the Save and Continue button to validate the information on each page. If you use the menu to navigate between pages, you will be prompted on the final page to go back and validate all of the information you have entered. A green tick indicates a validated page.

You can modify saved responses up until you submit your application.

Participants

You may invite others to assist in completing your application via the application summary page. To do this:

- Select the Participants button
- Enter the details

An email will be sent to your participant inviting them to assist with your application.

Submitting your application

You must complete every page of the application before you can submit.

You must also read and agree to the declaration which advises you of your responsibilities.

Check all your answers before you submit your application. After you submit, it will no longer be editable.

Internet browsers supported by the portal

We recommend that you use the following browsers for optimum functionality:

- On Windows: The latest versions of Mozilla Firefox, Google Chrome and Microsoft Edge
- On Mac: The latest versions of Safari and Google Chrome

Getting help

If you require further assistance completing this form, [contact us](#) by email or web chat or on 13 28 46.

A. Program selection

Before you start your application, we need to first identify what type of entity is applying.

Before you start you should have the following details ready if they are applicable to you.

- Australian Business Number (ABN), unless you are not entitled to an ABN
- Indigenous Corporation Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

If you are a trustee applying on behalf of a trust we will need details of both the trust and trustee.

A.1. Program selection

You must select from a drop-down menu the program that you are applying for. If you have been provided with an Invitation code, you will be able to enter it here which will select the program for you.

- Field 1 select – Cultural Flows Planning for Cultural Economies
- Field 2 select - Cultural Flows Planning for Cultural Economies

When you have selected the program, the following text will appear.

The grant opportunity will help Basin First Nations get ready to own and manage water entitlements for the spiritual, cultural, environmental, social, and economic benefit of their Nation.

The program will provide funding directly to Basin First Nations to conduct cultural flows planning, develop sustainable business models and governance structures required to securely hold water.

The maximum grant amount is \$300,000.

You must complete your project within 2 years, and by 28 March 2028.

You should read the [grant opportunity guidelines](#) and [sample grant agreement](#) before filling out this application. We recommend you keep the guidelines open as you are completing your application so you can refer to them when providing your responses.

You may submit your application at any time up until 5.00pm AEST on 17 June 2025. Please take account of time zone differences when submitting your application.

B. Eligibility

We will ask you the following questions to establish your eligibility for the Cultural Flows Planning for Cultural Economies grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is.

- an entity, incorporated in Australia (this includes Indigenous land management organisations registered with the Office of the Registrar of Indigenous Corporations)
- a registered Aboriginal and Torres Strait Islander land council
- an Aboriginal and Torres Strait Islander Corporation registered under the [Corporations \(Aboriginal and Torres Strait Islander\) Act 2006](#) (Cth)
- an incorporated not for profit association or cooperative
- an incorporated trustee on behalf of a trust
- a partnership
- none of the above

You must select one of the eligible options from a drop down menu to proceed to next question.

Are you a First Nations group or organisation recognised as a Basin Traditional Owner(s) or are you able to demonstrate a traditional connection to the relevant area for which you are applying?*

Yes / No

If Yes, can your Traditional Owner status be verified using one of the methods described in Section 4.2 of the grant opportunity guidelines?

You must answer yes to proceed to next question.

If No, are you applying for a First Nations group without an ABN, and have evidence of the arrangement with that group?*

You must answer yes to proceed to next question.

C. Applicant address

C.1. Applicant street address

You must provide your street address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

C.2. Applicant postal address

You must provide your postal address.

When you start typing the address in the field you can select the correct one from the drop down list that appears. If it is not there you can enter manually.

Sample

D. Primary contact

You must provide the details of a primary contact for your application.

The primary contact is the person authorised to act on behalf of the applicant and we send all email correspondence to this person. If you are not the primary contact, we will send an email to this person to invite them to register as a participant in the application. It is important that they register, or our emails will not be received. We recommend you let them know this.

- Title (optional)
- Given name
- Family name
- Phone number
- Email address
- Relationship to applicant

Authorised signatory

If this application is successful, the primary contact will also need to nominate an authorised signatory to accept an agreement with the Commonwealth. The primary contact will not be able to accept an agreement unless they invite themselves to be the authorised signatory as well.

- Title (optional)
- Given name
- Family name
- Phone number
- Email address

If these details change, inform us as soon as possible so emails can be redirected.

E. About your organisation

We collect the following data from all applicants. We use this data to better understand your organisation and to help us develop better policies and programs.

E.1. Latest financial year figures

All values must be whole numbers. For example:

6.5 months should be presented as 7 months

\$2 million should be presented as \$2,000,000.

- Has your organisation existed for a complete financial year?
- If yes, what was the latest complete financial year?
- If no, enter the number of months completed in the financial year to date.

Provide the following figures for the financial year you have entered above.

Values must be that of the entity applying (the 'applicant'), regardless of whether the entity belongs to a consolidated group for tax purposes.

These fields are mandatory and entering \$0 is acceptable if applicable for your organisation.

- Sales revenue (turnover)

Total revenue from the sale of goods and services, as reported in your organisation's Business Activity Statement (BAS).

- Export revenue

Total revenue from export sales, as reported in your organisation's Business Activity Statement (BAS).

- R&D expenditure

Expenditure on research and development, i.e. creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and the use of this stock of knowledge to devise new applications.

- Taxable income

Taxable income or loss as per your organisation's income tax return form.

- Number of employees (headcount)

Number of individuals who are entitled to paid leave (sick and holiday), or generate income from managing your organisation. This should include working proprietors and salaried directors.

- Number of independent contractors (headcount)

Number of individuals engaged by your organisation under a commercial contract (rather than an employment contract) to provide employee-like services on site.

E.2. ANZSIC code

Provide the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)) details for your organisation from a drop-down menu:

- your organisation's main revenue earning ANZSIC division.
- your organisation's main revenue earning ANZSIC class.

E.3. Indigenous organisations

Is your organisation Indigenous owned?

An organisation is considered Indigenous owned where at least 51% of the organisation's members or proprietors are Indigenous.

Is your organisation Indigenous controlled?

An organisation is considered Indigenous controlled where at least 51% of the organisation's board or management committee is Indigenous.

Sample

F. Project information

On this page you must provide the detailed information about your proposed project.

If your application is successful, we will publish some grant details on [GrantConnect](#) and other government publications. Published details include:

- *name of the grant recipient*
- *a project title*
- *a brief project description and its intended outcome*
- *amount of grant funding awarded.*

Project title What area(s) of the Murray-Darling Basin will your cultural flows planning cover? *
Your response is limited to 75 characters including spaces and does not support formatting.

F.1. Enter relevant area(s) and description

Provide a project title.

Your response is limited to 75 characters including spaces and does not support formatting.

Provide a brief project description for publication.

Your response is limited to 750 characters including spaces and does not support formatting.

Ensure your project description focuses on your project's key activities and outcomes. Outline what it is you are going to do and how it help your Nation get ready to own and manage water entitlements for the spiritual, cultural, environmental, social and economic benefit of your Nation.

Ensure your project title and/or description includes the name of your Nation/s.

F.2. Detailed project description and key activities

This information will be included in your grant agreement if your application is successful.

Provide a detailed description of your project including the project scope and key activities.

Your response is limited to 5000 characters including spaces and does not support formatting.

You must also provide a project plan which you should attach later in your application. Refer to section 7.1 of the grant opportunity guidelines for the requirements of the project plan.

Your project must clearly identify the locality within the Murray-Darling Basin to which it relates. Catchment maps are available at <https://www.mdba.gov.au/basin/catchments> for reference if required.

F.3. Project outcomes

This information will be included in your grant agreement if your application is successful.

Provide a summary of the expected project outcomes.

Your response is limited to 5000 characters including spaces and does not support formatting.

F.4. Project duration

Your project must be complete your project within 2 years, and by 28 March 2028.

The project length will be calculated by the start and end dates you enter.

- Estimated project start date
- Estimated project end date
- Estimated project duration (in months)

F.5. Project milestones

Provide details on the project milestones including the key activities occurring at each milestone.

The milestone start and end dates must be within the project start and end dates. You can add up to 10 milestones

- Milestone title

Your response is limited to 100 characters including spaces and does not support formatting.

- Description

Your response is limited to 750 characters including spaces and does not support formatting.

- Estimated start date
- Estimated end date

F.6. Project location

You must provide the address where your project will be undertaken and the estimated percentage of project value expected to be undertaken at that site.

A project location must be a street address. Do not provide a postal address, institution or building name.

- Project site address
- Estimated percentage of project value expected to be undertaken at site

G. Project partners

Provide details about any project partners. If none, proceed to next section (H).

You must provide:

- Australian Business Number (ABN), unless they are not entitled to an ABN
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached, including details of partner contributions.

This section **must** be completed if you are the lead organisation on a joint application with a First Nations group without an ABN (ie you have agreed to auspice funds on their behalf). You must provide evidence of the arrangement.

Sample

H. Project budget

Provide a summary of your eligible project expenditure over the life of the project.

- *Registered for GST - enter the GST exclusive amount.*
- *Not registered for GST - enter the GST inclusive amount.*

We only provide grant funding based on eligible expenditure. Refer to the guidelines for guidance on eligible expenditure, including caps on certain expenditure items.

The grant amount will be up to 100 per cent of eligible expenditure.

You are responsible for any remaining eligible and ineligible project costs.

You can only submit one application for this grant opportunity.

H.1. Eligible expenditure

Head of expenditure	Financial Year	Cost
Labour		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
Labour on-costs		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
Contracts		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
Domestic travel		\$
	2025/26	\$
	2026/27	\$
	2027/28	\$
Other eligible expenditure		
	2025/26	\$
	2026/27	\$

Head of expenditure	Financial Year	Cost
	2027/28	\$
Total eligible project expenditure		\$

Provide details of 'Other eligible expenditure.'

Your response is limited to 750 characters including spaces and does not support formatting.

H.2. Source of funding

In this section you must provide details of how you will fund the project.

Contributions are not mandatory.

The total of all sources of funding, should be equal to your total project expenditure in the section above. Sources of funding include:

- *grant amount sought*
- *your contribution (cash only)*
- *other contributions as allowed in the grant opportunity guidelines*

H.3. Grant amount sought

Enter the grant amount sought. We will add GST to this where applicable.

The maximum grant amount under this grant opportunity is \$300,000.

H.4. Contributions

You will need to provide the following information for all other sources of funding (if any):

- Name of contributor
- Type of contribution
 - *Your contribution*
 - *Other non-government contribution*
- Type of contribution (cash only)
- Value of contribution
- Due date of contribution
- Description

I. Assessment criteria

We will assess your application based on the weighting given to each criterion and against the indicators listed beneath each criterion. We will only consider funding applications that score at least 50 per cent against each criterion as these represent best value for money.

The amount of detail and supporting evidence you provide should be commensurate with the project size, complexity and grant amount requested. You should define, quantify and provide evidence to support your answers.

I.1. Assessment criterion 1 (50% weighting)

Your response is limited to 5000 characters including spaces and does not support formatting.

Alignment with the objectives and intended outcomes of the Program

You should demonstrate this by describing

- how your project will conduct cultural flows planning and develop sustainable business models required to securely hold water.
- how your project intends to enhance skills and governance capabilities among Basin First Nations to manage water resources effectively.
- how your project is led by or partners with relevant Traditional Owners.

I.2. Assessment criterion 2 (50% weighting)

Your response is limited to 5000 characters including spaces and does not support formatting.

Capacity, capability and resources to deliver the project

You must demonstrate this by:

- Detailing the resources and capacity you have to conduct the project activities. This could include:
 - i. describing how you will manage the project, including governance, budget and risk management.
 - ii. outlining any relevant experience that describes how you would manage the project.
 - iii. describing your preparedness to commence your project once funding is awarded.
- identifying your strategy to maintain the project outcomes beyond the term of grant funding.

You must also attach a project plan to support your response later in the application. Refer to Section 7.1 of the grant opportunity guidelines for requirements.

J. Bank account details

J.1. Bank account details

If your application is successful we will need to set up a payment process to pay your grant. We need your bank account details to do this. If your application is not successful we will not process these details.

We can only pay grant funding to the applicant organisation, who if successful will be party to a grant agreement with the Commonwealth. You must provide bank account details for this organisation.

J.2. Account details

All payments are in AU\$ and must be made into an account with an Australian financial institution.

Account name

BSB

Account number

J.3. Payment contact

We will send the payment remittance advice to this person. All other notifications are sent to the primary contact whose details you provide on the last page of this application.

Given name

Family name

Email address

Phone number

K. Application finalisation

You must answer the following questions and add any supporting documentation required.

K.1. Conflict of interest

Do you have any perceived or existing conflicts of interest to declare?

Refer to the grant opportunity guidelines for further information on your conflict of interest responsibilities.

If yes, describe the perceived or existing conflicts of interest.

Your response is limited to 750 characters including spaces and does not support formatting.

If yes, describe how you anticipate managing this conflict.

Your response is limited to 750 characters including spaces and does not support formatting.

K.2. Additional information

The total of all attachments cannot exceed 20 MB. Filenames should only include letters or numbers and should be fewer than 40 characters.

You should attach additional supporting documentation here. You should only attach documents that we have requested or you have referred to in your application.

Individual files must be smaller than 2.0MB, and be one of the following types: doc, docx, rtf, pdf, xls,xlsx, csv, jpg, jpeg, png, gif.

Filenames should only include letters or numbers and should be fewer than 40 characters.

Evidence of Traditional Owner status

Evidence of Traditional Owner status, which must be able to be verified using one of the methods listed in Section 4.2 of the grant opportunity guidelines.

Project plan

The project plan should include: a summary of the project, background information on your organisation, scope of the project including an overview of project activities, a timeline of expected milestones achievements, roles and responsibilities, and a communication plan on how you will disseminate project information.

Itemised project budget (across financial years)

A detailed project budget clearly outlining proposed expenditure.

Risk Management Plan

This plan should clearly identify risks, impacts and mitigation strategies.

Entity documentation (if applicable)

If you are applying as a trustee for a trust, provide your Trust deed.

If you are applying as a partnership, provide your Partnership agreement.

K.3. Program feedback

Your responses help us improve the design and delivery of programs. They will not affect the assessment or outcome of this application.

How did you hear about the grant opportunity?

You must select from a drop-down menu.

Did you read the grant opportunity guidelines?

You must select from a drop-down menu.

How useful were the guidelines in completing your application?

We welcome any additional feedback on the guidelines.

Your response is limited to 750 characters including spaces and does not support formatting.

How satisfied were you with the process of applying for this grant?

You must select from a drop-down menu.

We welcome any additional feedback on the application process

Your response is limited to 750 characters including spaces and does not support formatting.

Sample

L. Declaration

In order to submit your application you will be required to agree to the following declaration.

L.1. Privacy and confidentiality provisions

I acknowledge that this is an Australian Government program and that the Department of Industry, Science and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Data and Digital Strategy](#)
- [Commonwealth Grants Rules and Principles](#)
- grant opportunity guidelines
- applicable Australian laws.

Accordingly, I understand that the department may share my personal information provided in this application within this department and other government agencies:

- a. for purposes directly related to administering the program, including governance, research and the distribution of funds to successful applicants
- b. to facilitate research, assessment, monitoring and analysis of other programs and activities unless otherwise prohibited by law.

I understand that where I am successful in obtaining a grant, the financial information that I provide for the purposes of payment will be accessible to departmental staff to enable payments to be made through the department's accounts payable software system.

I understand that information that is deemed 'confidential' in accordance with the grant opportunity guidelines may also be shared for a relevant Commonwealth purpose.

The department will publish information on individual grants in the public domain, including on the department's website, unless otherwise prohibited by law.

L.2. Applicant declaration

I declare that I have read and understood the grant opportunity guidelines, including the grant agreement, privacy, confidentiality and disclosure provisions.

I declare that the proposed project outlined in this application and any associated expenditure has been endorsed by the applicant's board/ management committee or person with authority to commit the applicant to this project.

I declare that the applicant will comply with, and require that its subcontractors and independent contractors comply with, all applicable laws.

I declare that the applicant and any project partners are not listed on the [National Redress Scheme](#) list of institutions, where sexual abuse has occurred, that have not joined or signified their intent to join the Scheme.

I declare that the applicant is not named by the [Workplace Gender Equality Agency](#) as an organisation that has not complied with the *Workplace Gender Equality Act 2012*.

I confirm that the applicant, project partners and associated activities are in compliance with current [Australian Government sanctions](#).

I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth).

I acknowledge that I may be requested to provide further clarification or documentation to verify the information supplied in this form and that the department may, during the application process, consult with other government agencies, including state and territory government agencies, about the applicant's claims and may also engage external technical or financial advisors to advise on information provided in the application.

I agree to participate in the periodic evaluation of the services undertaken by the department.

I approve the information in this application being communicated to the department in electronic form.

I acknowledge that if the department is satisfied that any statement made in an application is incorrect, incomplete, false or misleading the department may, at its absolute discretion, take appropriate action. I note such action may include excluding an application from further consideration; withdrawing an offer of funding; using the information contained in the application for a fraud investigation that would be consistent with the Australian Government's Investigations Standards and Commonwealth Fraud Control Framework and/or for a grant under management, terminating a grant agreement between the Commonwealth and the grantee including recovering funds already paid.

I declare that I am authorised to submit this form on behalf of the applicant and acknowledge that this is the equivalent of signing this application.

By checking this box I agree to all of the above declarations and confirm all of the above statements to be true