



Australian Government  
Department of Industry, Science,  
Energy and Resources  
Department of Agriculture,  
Water and the Environment

**Business**

business.gov.au  
**13 28 46**  
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## Sample application form

# Indigenous Fire and Land Management Workshop program

Version October 2020

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

**This is a sample only and may be subject to minor changes.**

**Do not use this document as your application form. You will need to submit an application using the online form once the grant opportunity is open to applications.**

# Instructions

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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.

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.

A red asterisk \* indicates a mandatory question. 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.

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 .

## 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 the 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 and Google Chrome
- 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

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

*Some programs we offer allow entities without an ABN to apply. The form is designed to accommodate these entities. However for this grant opportunity, an ABN is mandatory, If you do not have an ABN this grant opportunity will not appear in the program selection at the bottom of the first page and you will not be able to continue.*

If you are a trustee applying on behalf of a trust the details are slightly different.

### A.1. Trustee and trust details

If you have selected trustee on behalf of a trust we require details of both trust and trustee. A trustee must be incorporated.

#### Trust details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN) of the trust
- Legal name of the trust
- Business name of the trust

*Your business may have registered one or more business names. If you operate under a business name, you must provide the alternative name.*

- Date of registration of ABN of the trust
- GST registration status

#### Trustee details

We require the following details.

*When you have entered your ABN, the form should populate some details for you.*

*Do not enter your trust ABN into the trustee field. You may not have a separate ABN for the trustee in which case you should leave this field blank.*

- Australian Company Number (ACN) of the trustee
- Or
- Australian Business Number (ABN) of the trustee (if different to trust)
- Legal name of the trustee
- Charity status of the trustee
- Not for profit status of the trustee

### A.2. Other type of entity details

If you are not a trustee / trust entity you will be asked to complete the following details.

*When you have entered your ABN, the form should populate some details for you.*

- Australian Business Number (ABN)

- Australian Company Number (ACN)
- Organisation Legal name
- Organisation Business Name

*Your business may have registered one or more business name. If you operate under a business name, you must provide the alternate name.*

- Date of registration of ABN
- GST registration status
- 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.3. Program selection**

You must select from a drop-down menu the program that you are applying for.

- Field 1 select – Indigenous Fire and Land Management Workshops Program
- Field 2 select - Indigenous Fire and Land Management Workshops Program

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

This grant opportunity will run over two years from 2020-21 to 2021-22.

The program is available to Traditional Owners, Indigenous organisations and Indigenous enterprises only. The program will provide support for Indigenous-led workshops designed to strengthen traditional knowledge exchange on Indigenous fire and land management practices. The program is available Australia wide.

This grant opportunity is available nationally and encourages applications for projects that advance the understanding of Indigenous fire and land management practices.

The objectives of the program are to:

- support Indigenous-led knowledge sharing of Indigenous fire and land management practices
- strengthen the knowledge and understanding of traditional Indigenous fire and land management practices
- support Indigenous communities to benefit from traditional fire and land management knowledge.

The maximum grant amount is \$200,000 and the minimum is \$20,000.

You should read the [grant opportunity guidelines](#) and [sample grant agreements](#) 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 AEDT on 10 December 2020. Please take account of time zone differences when submitting your application.

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.

## B. Eligibility

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We will ask you the following questions to establish your eligibility for the Indigenous Fire and Land Management Workshops Program grant opportunity.

Is your organisation a Traditional Owner, Indigenous Organisation or Indigenous Enterprise?\*

*You must answer yes to proceed to the next question*

Is your organisation one of the following entity types? \*

- an entity, incorporated in Australia
- an Indigenous not-for-profit corporation, council or incorporated association (*you must demonstrate your 'not for profit' status, see program guidelines for details*)
- an incorporated trustee of behalf of a trust
- an Indigenous government agency or body
- none of the above.

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

Do you certify that your proposed project does not duplicate other government-funded management actions that are already underway in the location you are proposing to undertake activities? \*

*You must answer yes to proceed to the next question*

Do you certify that that you do not have any overdue reports, acquittals or debt associated with previous Australian Government funding? \*

*You must answer yes to proceed to the next question*

Will your project deliver Indigenous-led workshops? \*

*You must answer yes to proceed to next question.*

Will the project be delivered by or in partnership with local Traditional Owners?\*

*You must answer yes to proceed to next question.*

## C. Applicant address

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### 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. Applicant financials

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### D.1. Latest Financial Year Figures

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

### D.2. Recent trading performance

You must provide the following financial information about the applicant organisation.

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

*All amounts must show a whole dollar value e.g. \$1 million should be presented as \$1,000,000. The turnover value must be that of the entity that is making the grant application (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 Statements (BAS).*

- Export revenue

*Total revenue from export sales, as reported in your organisation's 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 man, culture and society, and the use of this stock of knowledge to devise new applications.*

- Taxable income

*Taxable income or loss as per the applicant's Business Income Company Tax Return form.*

- Number of employees (headcount)

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

- Number of independent contractors (headcount)

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

## E. 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.*

### E.1. Project title 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. \*

*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 will benefit your community and fire and land management knowledge and practices.*

### E.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.*

### E.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.*

Provide an estimate of the measurement of the proposed activity \*

	number of workshops
	number of participants (excluding employees) attending the workshops
	number of Indigenous people employed on the project
	number of organisations and community groups participating in the workshops

## E.4. Project activities

*You must provide an answer to at least one of the following project activity questions, if any of them do not apply to your project, write not applicable.*

How will your workshop strengthen traditional fire and land management knowledge within Indigenous communities? \*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

How will your workshop develop actions to safeguard traditional fire and land management knowledge, including through engagement and knowledge sharing protocols? \*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

How will your workshop enable collaboration between Indigenous communities, fire and land management partners and interested parties to share knowledge, improve understanding and inclusion of Indigenous fire and land management practices in conventional fire and land management arrangements? \*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

How will your workshop develop partnerships between Indigenous communities and fire and land managers to address barriers to implementing Indigenous fire and land management practice in conventional fire and land management arrangements?\*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

## E.5. Project activities already underway

*Your project may build on activities that are already underway or be part of a larger package of work. Your application must not duplicate existing activities in the location you are proposing to undertake activities and the funding you seek under this grant opportunity must be additional to the existing activity.*

Explain why the workshops outlined in your application do not duplicate existing work in the location you are proposing to undertake activities? \*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

Explain how the workshops outlined in your application will build on work that has been done and how the workshop outcomes might support future projects. \*

*Your response is limited to 2500 characters including spaces and does not support formatting.*

## E.6. Local Traditional Owner engagement

*Your project can include workshops at different locations around Australia, as long as they are delivered in partnership with the local Traditional Owners.*

Explain the location of the proposed workshops, the local Traditional Owners for each location you intend to deliver the workshops with and how you plan to deliver the project in partnership with them. \*

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

## **E.7. Project risk**

How will you adapt the project if Government restrictions in response to the COVID-19 pandemic impact project delivery and participation in the workshops. \*

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

Outline other associated risks. Describe the risk and how you propose to mitigate that risk.\*

*In your answer, you should consider risks and mitigation strategies in the following categories: Fire management activities; Exposure to severe weather events (e.g. bushfire, flood, storms, extreme heat); Injury to participants and Project Management*

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

## **E.8. Project duration**

*Your project cannot start earlier than 1 March 2021*

*Your project must be completed by 1 April 2022*

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

*The project length will be calculated by the start and end dates you enter. The minimum project period is one month and the maximum project period is 12 months.*

## **E.9. Project milestones**

You must breakdown your project into milestones. You should include the key activities occurring at each milestone. The start date of milestone 1 is the expected project start date. The end date of your last milestone activity will be the project end date. You will be required to complete the following fields. 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

## **E.10. 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. If you have multiple sites you must add the address of each site.

*A project site 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

Sample

## F. Project budget

### F.1. Project budget summary

You must provide a summary of your eligible project costs over the life of the project in a table as shown below.

*If you are registered for GST, enter the GST exclusive amount. If you are 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.*

*The minimum project expenditure for this grant opportunity is \$20,000.*

*Contingency costs are limited to 10 per cent of your total eligible expenditure. Administrative support and overheads additional to the normal day to day running costs of the organisation are limited to 10 per cent of the grant. Costs related to reporting on project progress and outcomes are limited to 5 per cent of the grant.*

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Venues		
		2020/21	
		2021/22	
	Equipment and supplies		\$
		2020/21	\$
		2021/22	\$
	Labour and on-costs		\$
		2020/21	\$
		2021/22	\$
	Contractors (including Indigenous experts)		\$
		2020/21	\$
		2021/22	\$
	Contingency costs (maximum 10 per cent of the grant)		\$
		2020/21	\$
		2021/22	\$
	Domestic travel		\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2020/21	\$
		2021/22	\$
	Administrative support and additional overheads (up to 10 per cent of the grant)		\$
		2020/21	\$
		2021/22	\$
	Reporting (up to 5 per cent of the grant)		\$
		2020/21	\$
		2021/22	\$
	Training		
		2020/21	\$
		2021/22	\$
	Other eligible expenditure		\$
		2020/21	\$
		2021/22	\$
Total			\$

### Total Commonwealth Funding Sought (\$AUD and GST exclusive)

*You will be asked to enter the amount of grant funding you are requesting. Validations will limit your request to be within the grant opportunity guidelines.*

If you selected 'other eligible expenditure' provide details of this expenditure

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

### F.2. Source of funding

In this section you must provide details of how you will fund the project, other than the grant funding sought.

*Where you have project partners, add their contribution here.*

*The total of all sources of funding plus your grant, should be equal to your total project expenditure in the section above.*

*Your own contribution to the project is also considered a 'source of funding' and must be provided.*

You will need to provide the following information for all other sources of funding

- Name of contributor
- Type of contributor

*Contributors are divided into the following types*

- *Your contribution*
- *Other Commonwealth government grants*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- *Cash and in-kind contribution*
- Value of contribution
- Date due of contribution
- Description

*You may need to provide details around whether your contribution is sourced from bank loans, equity or cash flow etc.*

*Where you are receiving other government funding you will need to provide details.*

Sample

## G. Assessment criteria

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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.*

### G.1. Assessment criterion 1 (50 points)

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

#### **How your project aligns with the program objectives and outcomes\***

You should demonstrate this by describing:

- a. how your project will strengthen traditional knowledge and understanding of Indigenous fire and land management practices and, where appropriate, further its inclusion as part of wider fire and land management arrangements
- b. how your project will support Indigenous communities to benefit from traditional fire and land management knowledge, including through the employment of Indigenous people to assist with the delivery of the workshop/s
- c. how you will safeguard Indigenous knowledge, follow cultural protocols and include Traditional Owners
- d. the challenges your workshop will address and what groups you will collaborate with to achieve this, both Indigenous and non-Indigenous

### G.2. Assessment criterion 2 (50 points)

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

#### **Capacity, capability and resources to deliver the project\***

You should demonstrate this by describing:

- a. your workshop facilitator and project team's knowledge, skills and experience in effectively delivering similar workshops, including experience with cultural competency and engagement with Indigenous communities
- b. how you will manage your project, including project governance and risk management arrangements including your readiness to commence the project with relevant approvals planned for or in place including consideration for possible COVID-19 restrictions
- c. a project budget including justification of the funding amount requested with respect to the scale of the project and intended outcomes
- d. how you will measure the success of the project, including monitoring and evaluation activities

## H. Project partners

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You must provide details about your project partners.

*For details about project partner contributions refer to the grant opportunity guidelines.*

You must provide

- Business address
- Postal address
- Contact details
- Details of contribution to the project
- Project partner letter of support attached

## I. Additional contact

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*Provide additional contact details.*

## J. Application finalisation

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

### J.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 and how you anticipate managing them.

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

### J.2. Program feedback

How did you hear about the grant opportunity?

*You may select from a drop-down menu.*

### J.3. Indigenous organisation

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 50% of the organisation's board or management committee is Indigenous.*

Enter your ICN number

*If you do not have an ICN, you should provide a statutory declaration stating that you are a Traditional Owner or that your organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous Ownership later in this form.*

#### **J.4. Supporting documentation**

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

- Trust deed (where applicable)

*Where you have indicated your entity type is a trustee applying on behalf of a trust, you must attach trust documents showing the relationship of the incorporated trustee to the trust.*

- Not-for-profit organisation (where applicable)

*Where you have indicated your entity type is a not-for-profit corporation, council or incorporated association, refer to section 4.1 of the grant opportunity guidelines and demonstrate your 'not for profit status' through one of the given options: Incorporated association registration number or certificate of incorporation; current ACNC registration; constitutional documents or legislation.*

- Indigenous Organisation or Enterprise (where applicable)

*If you don't have an ICN, you may provide a statutory declaration stating that the Indigenous Organisation is at least 51 per cent owned or controlled by Indigenous persons or the Indigenous Enterprise has 50 per cent Indigenous Ownership (where applicable).*

#### **J.5. Your ANZSIC code**

Provide from a drop-down menu:

- your organisation's main revenue earning division under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).
- your organisation's main revenue earning class under the Australian and New Zealand Standard Industrial Classification ([ANZSIC](#)).

### **K. Primary contact page**

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The primary contact is the person authorised to act on behalf of the applicant. All correspondence (including legal documentation) relating to this application will be directed to this person, not the person who submitted the application.

Note: you must provide at least one phone or mobile number. Other than Title, all the remaining fields below are mandatory unless stated otherwise.

- Given name
- Family name
- Position title
- Email address
- Phone number
- Mobile number
- Primary address

## L. Application declaration

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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, Energy and Resources (the department) will use the information I provide in accordance with the following:

- [Australian Government Public Data Policy Statement](#)
- [Commonwealth Grants Rules and Guidelines](#)
- Indigenous Fire and Land Management Workshops 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 Indigenous Fire and Land Management Workshops program Grant Opportunity Guidelines, including the 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 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 understand that the applicant is responsible for ensuring that it has met relevant state or territory legislation obligations related to working with children, and that any person that has direct, unsupervised contact with children as part of a project under this grant opportunity, has undertaken and passed, a working with children check, if required under relevant state or territory legislation. The applicant is also responsible for assessing the suitability of people I engage in this project to ensure children are kept safe.

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

I declare that I am authorised to complete this form and acknowledge that by including my name in this application I am deemed to have signed this application.

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