



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

Sample application form

Koala Conservation and Protection - Koala Health Grants

Version March 2022

This document shows the questions included in the online application form for this Koala Health Grants Opportunity. 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 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.

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 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, 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.

Sample

A. Program selection

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 we will need details of both the trust and trustee.

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

- Australian Business Number (ABN)
or
- Australian Company Number (ACN)
- Indigenous Corporation Number
- Australian Registered Body Number
- Australian Registered Scheme Number
- Incorporated Association Registration
- Co-operative Registration Number
- Charity status
- Not for profit status

Where applicable, international organisations will need to provide

- country of registration
- registration number

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 - Koala Conservation and Protection - Koala Health Grants
- Field 2 select - Koala Conservation and Protection - Koala Health Grants

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

This grant opportunity will run over 3 years from 2022-23 to 2024-25.

The grant opportunity was announced as part of the Koala Conservation and Protection package. Up to \$2 million is available for this grant opportunity.

The objective of this program is to:

- support efforts to improve the trajectory of the Koala through applied research activities and practical application of research outcomes to address Koala health challenges and improve health outcomes.

Eligible organisations invited to apply for this grant opportunity are listed at Appendix A, with the corresponding maximum grant amounts available.

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 AEST on 27 June 2022. 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 Koala Health grant opportunity.

Questions marked with an asterisk are mandatory.

You must answer yes to proceed to next question.

- Are you an organisation which has an Australian Business Number (ABN)? *

You must answer yes to proceed to next question.

- Are you an organisation invited to apply and listed in Appendix A of the guidelines? *

Sample

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. About your 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.

D.1. 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 51% of the organisation's board or management committee is Indigenous.

Sample

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 what benefits it will produce.

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.

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

E.3. Project activities

To be eligible your project should include eligible activities. Select those that are relevant (can be more than one): *

- Koala health research projects that build on research initiatives delivered under the \$18 million Koala conservation package that could be nationally applied in practical settings to assist Koala management decisions and contribute to improved Koala health and conservation outcome
- facilitate collaboration and consultation with other researchers and those working in the Koala health and recovery sector
- develop and trial new disease treatments and vaccinations
- activities, including research activities, informed by emerging results and knowledge from the National Koala Disease Risk Assessment (soon to be published)
- activities, including research activities, emerging from work on Koala health and condition monitoring that is a component of the National Koala Monitoring Program.

E.4. 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.

E.5. Project duration

Your project must be completed in line with the dates provided in the grant opportunity guidelines.

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

You must complete your project by 30 April 2025.

E.6. 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 ten milestones. The milestone start and end dates must be between the project start and end dates. *

- 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

You must complete your project by 30 April 2025.

E.7. 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

E.8. Disclosure of financial penalties

Have any of your board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, state, or territory court or a Commonwealth, state, or territory entity? *

If yes, provide details of the penalty.

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

Sample

F. Project budget

F.1. Project budget summary

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

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.

Organisations invited to apply are listed at Appendix A of the guidelines, with the corresponding maximum grant amounts available.

You will also be required to attach a detailed project budget later in the application form. Refer to the grant opportunity guidelines for the requirements of the budget.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			\$
	Labour		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Venue and equipment costs		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Training		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contract		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Domestic travel		\$
		2022/23	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2023/24	\$
		2024/25	\$
	Materials		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Administrative support and overheads		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Regulatory approvals costs		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
	Contingency costs (max of 10% on actual costs incurred)		\$
		2022/23	\$
		2023/24	\$
		2024/25	\$
Sub-Total		2022/23	\$
Sub-Total		2023/24	\$
Sub-Total		2024/25	\$
Total			\$

F.2. Source of funding

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

The total of all sources of funding, should be equal to your total project expenditure in the section above. While in-kind contributions are encouraged, they are not deemed eligible expenditure under this grant opportunity. Sources of funding include:

- *grant amount sought*

- *your contribution*
- *other contributions as allowed in the grant opportunity guidelines*

F.3. Grant amount sought

You must enter the amount of grant funding you are requesting. We will add GST to this where applicable.*

The maximum grant amount corresponding with your organisation under this grant opportunity is listed under Appendix A of the grant guidelines. Please note that while in-kind contributions are encouraged, they are not deemed eligible expenditure under this grant opportunity.

F.4. Contributions

You will need to provide the following information for all other sources of funding (where applicable)

- Name of contributor
- Type of contributor

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government 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.

G. 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.

G.1. Assessment criterion 1 (50 points)

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

How your project will improve health outcomes for the Koala through applied research activities and practical application of research outcomes. *

You should demonstrate this by identifying

- a. how your project will support activities that contribute to the program objective and intended program outcomes listed in section 2.1 of the guidelines
- b. how the project addresses a significant problem for listed Koala health, conservation or population management
- c. the benefits provided by your project activities and how these benefits will be practically applied within the project. This could be demonstrated through:
 - an explanation of how knowledge and research outcomes will be applied to improve on-ground management of Koalas, and improve Koala health and conservation outcomes within the project
 - consideration of how the knowledge and outcomes from the project can link with or contribute to the National Koala Monitoring Program
 - how the project supports collaboration across the Koala health sector
- d. where you are expanding an existing research project and activities are complementary to work that is underway, demonstrate alignment by:
 - filling a critical gap
 - expanding or supplementing an existing activity, or
 - extending the timeframe of an existing activity.

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 identifying

- a. your track record in delivering the same or similar projects and your access to personnel with the knowledge, skills and experience in delivering your project activities
- b. your plan to manage the project, including a sound budget, timelines, risk management and governance arrangements (you will be required to attach a project plan to your application with detail appropriate to the size of your project)

- c. your readiness to commence the project with appropriate insurance, relevant approvals in place or ability to have them in place prior to commencement and allowing for restrictions arising from COVID-19
- d. how you will monitor and measure the success of your project.

Sample

H. Project partners

You must provide details about your project partners (where applicable).

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

You must provide

- Australian Business Number (ABN)
- Other registration number where applicable
- Business address
- Postal address
- Contact details
- Project partner letter of support attached. Letter to include details of partner contributions.

I. Bank account details

I.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.

I.2. Account details

Account name

BSB

Account number

I.3. Payment contact

Given name

Family name

Email address

Phone number

J. Application finalisation

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.

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.

J.2. Program feedback

How did you hear about the grant opportunity?

You may select from a drop-down menu.

J.3. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested or you have referred to in your application.

The total of all attachments cannot exceed 20 MB.

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.

- **Project Plan ***

You must attach a project plan that reflects the locations and project activities you will undertake including details of project partners, collaborations and partnerships (if there are any)

- **Project Budget ***

You must attach a detailed budget that reflects the expenditure listed in your project budget summary

- **Trust Deed (if you are an incorporated trustee applying on behalf of a trust)**

K. 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. We consider them our primary contact point for all aspects of this application. We will send all email correspondence to this person. If these details change, you must inform us as soon as possible so automated emails can be redirected. The details include

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

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L. Application 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, 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](#)
- 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 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.