



Australian Government

Department of Industry, Science and Resources

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

Sample application form

Protecting the Great Barrier Reef – Community Stewardship Program Round 1

Version March 2024

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.

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 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.

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 - Protecting the Great Barrier Reef – Community Stewardship Program Round 1
- Field 2 select - Protecting the Great Barrier Reef – Community Stewardship Program Round 1

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

The Protecting the Great Barrier Reef – Community Stewardship Program will run across two rounds over 7 years. The program seeks to support the delivery of the [Reef 2050 Long-Term Sustainability Plan](#) and [Reef Trust Outcomes](#), and to contribute to protecting the outstanding universal value of the Great Barrier Reef (Reef) World Heritage Area.

For Round 1, \$6.5 million is available from 2023-24 to 2026-27.

The objectives of the grant opportunity are to:

- improve the health and resilience of key Reef habitats
- enhance the commitment and participation of local communities, including traditional owners, to protect and care for the Reef through environmentally responsible practices

- strengthen coordination and delivery of Reef protection activities by local communities across the Great Barrier Reef Catchments.

The maximum grant amount is \$6.5 million and the minimum is \$500,000.

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 19 June 2024. Please take account of time zone differences when submitting your application.

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B. Eligibility

We will ask you the following questions to establish your eligibility for the Protecting the Great Barrier Reef – Community Stewardship Program Round 1 grant opportunity.

Questions marked with an asterisk are mandatory.

Select which type of entity your organisation is. *

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated association
- an incorporated not for profit organisation
- a publicly funded research organisation as defined in section 14 of the guidelines
- an Australian local government agency or body as defined in section 14 of the guidelines
- Queensland state government agency or body
- none of the above.

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

Does your project have relevant permits and approvals in place, or the ability to obtain relevant permits and approvals, within an appropriate timeframe to deliver the objectives and outcomes by the end of the project period? *

Yes or No

Does your project contribute to at least one of the Reef Trust Outcomes listed in Section 2.1 of the guidelines? *

Yes or No

Does your project have at least \$500,000 in eligible expenditure? *

Yes or No

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.

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D. Key contacts

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.

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

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

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. 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.*

F.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 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 will improve the health and resilience of key Reef habitats and build long-lasting community stewardship to protect the Reef across the Great Barrier Reef Catchments.

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 the application form.

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. Alignment with Reef strategies

Which of the following [Reef Trust Outcomes](#) will your project activities contribute to? *

Select one or more of the following:

- Outcome 1: Improve the quality of water entering the Great Barrier Reef from broad-scale land use to increase the health and resilience of the Great Barrier Reef
- Outcome 2: Improve the health and resilience of coastal habitats
- Outcome 3: Improve and protect marine biodiversity.

F.5. Project duration

Your project can be no longer than 3 years.

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

F.6. 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.

- 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.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.

Your project can include activities at different locations, as long as they are all in the Great Barrier Reef Coast Marine Park, the Great Barrier Reef Natural Resource Management regions or habitats/ecosystems within the Great Barrier Reef Catchments that have a clear and direct effect on the Great Barrier Reef Coast Marine Park and wider Great Barrier Reef Marine Park.

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 all project partners.

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

If a project partner is a trustee applying on behalf of a trust we will need details of both the trust and trustee.

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.
- Roles/responsibilities the project partner
- Relevant experience and/or expertise the project partner.

H. Project budget

Provide a summary of your eligible project expenditure over the life of the project. The budget includes cash items only (**not in-kind contributions**).

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.

The minimum eligible project expenditure for this grant opportunity is \$500,000.

Refer to the guidelines for guidance on eligible expenditure, including limits on certain eligible expenditure items.

You will also be required to attach a detailed project budget later in the application form. You can include any in-kind contributions in that attachment.

H.1. Eligible expenditure

| Type of expenditure | Head of expenditure | Financial Year | Cost |
|---------------------|---------------------|----------------|------|
| Project expenditure | | | \$ |
| | Labour | | \$ |
| | | 2023/24 | \$ |
| | | 2024/25 | \$ |
| | | 2025/26 | \$ |
| | | 2026/27 | \$ |
| | Labour on-costs | | \$ |

| Type of expenditure | Head of expenditure | Financial Year | Cost |
|------------------------------------|----------------------------|----------------|------|
| | | 2023/24 | \$ |
| | | 2024/25 | \$ |
| | | 2025/26 | \$ |
| | | 2026/27 | \$ |
| | Equipment | | \$ |
| | | 2023/24 | \$ |
| | | 2024/25 | \$ |
| | | 2025/26 | \$ |
| | | 2026/27 | \$ |
| | Domestic travel | | \$ |
| | | 2023/24 | \$ |
| | | 2024/25 | \$ |
| | | 2025/26 | \$ |
| | | 2026/27 | \$ |
| | Other Eligible Expenditure | | \$ |
| | | 2023/24 | \$ |
| | | 2024/25 | \$ |
| | | 2025/26 | \$ |
| | | 2026/27 | \$ |
| 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.

The total of all sources of funding, should be equal to your total eligible 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 (cash only)*

H.3. Grant amount sought

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

The minimum grant amount under this grant opportunity is \$500,000.

The maximum grant amount under this grant opportunity is \$6,500,000.

H.4. Contributions

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

- Name of contributor
- Type of contribution

Contributors are divided into the following types

- *Your contribution*
- *Other non-Commonwealth government grants*
- *Other non-government contribution*
- Value of contribution
- Due date of contribution
- Description

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

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 points)

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

Alignment with the Program objectives and outcomes *

You must demonstrate this by identifying how:

- your project aligns with the Reef Trust Outcomes, including supporting the maintenance or enhancement of the outstanding universal value of the Great Barrier Reef (Reef) World Heritage Area
- your project contributes to the Reef 2050 Plan (in particular relating to Work Area 5 and Enabler A)
- your project will deliver increased protection and improved health and resilience of key habitats for ecosystem and species health across the Great Barrier Reef Catchments
- you intend to facilitate the development of long-lasting community stewardship, participation and involvement, to empower local communities and support them to manage and deliver activities
- you intend to use the grant funding to leverage support and funding opportunities from other partners and community stakeholders, to support the outcomes of the grant program (including ongoing monitoring and management) beyond the life of the grant.

I.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 must demonstrate this by identifying:

- your track record of successfully managing similar projects
- your access to personnel with the right skills and experience in delivering your project activities
- your readiness to commence the project (with appropriate insurance and approvals if applicable)
- how you plan to manage the delivery of the project including obtaining permits, approvals, methodology, budget, risk management and governance
- how you will monitor and evaluate the project, including baseline data, stewardship activities, the proposed measures of success/indicators and targets linked to the objectives and outcomes of the project and how this information will be used to assess, adapt and report progress.

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.

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 *

A detailed project plan that reflects the locations and project activities you will undertake including details of project partners, collaborations and partnerships (if there are any). The project plan should also support your response to merit criteria.

Detailed project budget *

A detailed and itemised project budget across financial years. Include details of any contributions (cash and/or in-kind).

Risk management and mitigation plan *

You must attach a risk management plan including risk identification and mitigations.

Letter of support from project partners (where applicable)

You must provide a letter of support from each of the project partners including details specified in section 7.2 of the guidelines where the application is a joint application.

Trust deed (where applicable)

You must attach a trust deed if you are an incorporated trustee applying on behalf of a trust.

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.

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 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 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 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 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