Sample application form

Saving Native Species - Grants for game changers for threatened species

Version November 2023

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 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.

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

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 - Saving Native Species - Grants for game changers for threatened species
- Field 2 select - Saving Native Species - Grants for game changers for threatened species

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

This grant opportunity will run over 24 months.

The grant opportunity was announced as part of the Saving Native Species program to support implementation of the Governments' [Threatened Species Action Plan](#). Up to $11.5 million is available for this grant opportunity.

The intended outcomes of the program are:

- reduce the risk of extinction for all priority species
- improve the condition for all priority places
- prevent new extinctions of plants and animals

The maximum grant amount is $3,000,000 and the minimum is $30,000.

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 21 February 2024. 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 Saving Native Species - Grants for game changers for threatened species grant opportunity.

Questions marked with an asterisk are mandatory.

▪ Does your project have at least $30,000 in eligible expenditure? *

You must answer yes to proceed to next question.

▪ Do you declare that your 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 next question.

▪ Can you provide letter/s of support from the site or landowner/s where your project will be taking place on a site or location that you do not own? *

If yes, you will have an opportunity to attach a letter of support from the site or landowner/s later in the application form. If you do not provide the letter of support with your application, you will be required to provide a letter of support before entering into a grant agreement if your application is successful.

▪ Can you provide a letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined? *

If yes, you will have an opportunity to attach a letter of support from Traditional Owners or Indigenous organisations later in the application form. If you do not provide the letter of support with your application, you will be required to provide a letter of support before entering into a grant agreement if your application is successful.

You must answer yes or n/a to proceed to next section.

▪ Can you provide a current letter or email from applicable government authorities demonstrating preliminary discussions related to activities requiring permits? *

If yes, you will have an opportunity to attach a letter or email from applicable government authorities with your application. If you do not provide the letter of support with your application, you will be required to provide a letter of support before entering into a grant agreement if your application is successful.

You must answer yes or n/a to proceed to next section.

▪ 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 trustee on behalf of a trust
   ▪ a publicly funded research organisation (PFRO) as defined in section 14
   ▪ an Australian local government agency or body as defined in section 14
   ▪ a Commonwealth corporate entity
   ▪ a state or territory 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.

If you are a corporate Commonwealth entity or a state/territory Government agency or body, are you submitting a joint application with at least one eligible non-government entity? *

You must answer yes or not applicable 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.

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.

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 deliver improved long-term outcomes for threatened species.

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 will be required to provide a project plan later in the application form.

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.

E.4. Project duration

Your project must be completed by 31 March 2026.

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

Your project cannot commence before we notify you that your application is successful.

E.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 between 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

E.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. 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*.*

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.

The minimum project expenditure for this grant opportunity is $30,000 .

Individual items in excess of $10,000 (GST exclusive) included under equipment head of expenditure must be itemised and justified in your application and approved by the program delegate.

Staff training cannot be more than 5 per cent of eligible project expenditure.

Contingency costs cannot be more than 10 per cent of eligible project expenditure.

Administrative support and overheads cannot be more than 10 per cent of eligible project expenditure.

Independent audit costs cannot be more than 1 per cent of eligible project expenditure.

You will also be required to attach a project plan and a detailed project budget later in the application form.

Type of expenditure	Head of expenditure	Financial Year	Cost
Project expenditure			$
	Equipment		$
		2023/24	$
		2024/25	$
		2025/26	$
	Salaries and on-costs		$
		2023/24	$
		2024/25	$
		2025/26	$
	Staff training		$
		2023/24	$
		2024/25	$
		2025/26	$
	Contract		$
		2023/24	$

Type of expenditure	Head of expenditure	Financial Year	Cost
		2024/25	$
		2025/26	$
	Legal and financial advice		
		2023/24	$
		2024/25	$
		2025/26	$
	Communications and engagement		
		2023/24	$
		2024/25	$
		2025/26	$
	Domestic travel		
		2023/24	$
		2024/25	$
		2025/26	$
	Contingency costs		
		2023/24	$
		2024/25	$
		2025/26	$
	Administrative support and overheads		
		2023/24	$
		2024/25	$
		2025/26	$
	Independent Audit costs		
		2023/24	$
		2024/25	$
		2025/26	$
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. 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 minimum grant amount under this grant opportunity is $30,000. The maximum grant amount under this grant opportunity is $3,000,000.

F.4. Contributions

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

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

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.

You must provide a project plan and project budget to support your response to the assessment criterion

G.1. Assessment criterion 1 (60 points)

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

Project alignment with policy intent

You should demonstrate this by describing:

- how the project you are proposing will abate one or more key threatening processes under the EPBC Act and deliver improved long-term outcomes for threatened species
- the critical gap or expansion of an existing activity
- how the project is supported by a proof of concept
- the uniqueness of your proposed solution relative to what is already currently available
- what are the benefits provided by the project and how will these be practically applied, including the social, environmental and economic benefits
- the extent to which your project contributes to other Action Plan targets listed in Section 2.1 of the grant opportunity guidelines.

G.2. Assessment criterion 2 (40 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:

- your expertise concerning the threat your project intends to abate and your access to personnel with the right expertise and experience, including commercialisation
- your track record managing similar projects and your plan to implement and monitor the project and risks
- your readiness to commence the project, this may include owning or access to the intellectual property and research, appropriate insurance, regulatory or other relevant approvals in place or ability to have them in place prior to commencement
- your strategy for a pathway to delivery and maintain the outcomes delivered by the project beyond the term of funding
- leadership or participation by First Nations peoples, community involvement, and/or private investment or support from partners in your project, to the extent possible or appropriate.

H.   Project partners

You must provide details about your project partners.

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. Additional information

You must attach the following supporting documentation. You should only attach documents we have requested.

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). The project plan should also support your response to merit criteria.

- Detailed Project budget *

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

- Letter/s of support from the site or landowner/s (where your project will be taking place on a site or location that you do not own)

Where you are not the landowner for the location of proposed activities you must provide letter/s of support for your project from the site or landowner/s or be able to provide letters of support prior to entering into a grant agreement.

- A letter of support for your project from relevant Traditional Owners or Indigenous organisations with landowning/management rights or responsibilities, or with these rights being determined (where applicable)

Where your project will involve activities on a site or location where Traditional Owners or Indigenous organisations have landowning/management rights or responsibilities you must provide a letter of support or be able to provide a letter of support prior to grant agreement negotiation if your application is successful.

- A letter of support from relevant government authorities for your project (where applicable)

You must provide a current letter or email from applicable government authorities demonstrating preliminary discussions related to activities requiring permits, where applicable.

- Proof of Concept

You must attach a proof of concept that reflects the initial research and development and demonstrates that the design concept is feasible.

- Proof of IP ownership or permission

You must attach a proof of IP ownership or permission.

- Trust deed (where applicable)

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

J.3. Program feedback

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.

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 a 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.

For Official Use Only

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 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.

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

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 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 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.