



Australian Government

Department of Industry, Science and Resources

Sample application form

Great Barrier Reef Marine Debris Management and Mitigation Grant Opportunity

Version July 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.

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)
- Indigenous Corporation 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 - Great Barrier Reef Marine Debris Management and Mitigation Grant
- Field 2 select - Great Barrier Reef Marine Debris Management and Mitigation Grant

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

This grant opportunity will run over 7 years from 2023-24 to 2029-30 across two rounds.

The grant opportunity was announced as part of the Reef Protection and Restoration Package that is contributing to the implementation of the Reef 2050 Long-Term Sustainability Plan 2021-25 ([Reef 2050](#)) and Reef Trust Outcomes.

The objectives of the program are to:

- manage and reduce the threat of marine debris to species such as coral, turtles, dugongs and seabirds
- mitigate negative impacts on tourism, recreation and fishing (commercial and recreational) within the Great Barrier Reef
- develop targeted education and awareness raising activities to prevent litter from entering Great Barrier Reef waterways
- encourage greater community participation and involvement, including with First Nations peoples
- inform and contribute to wider plastic management and mitigation strategic policy for state and/or national scale implementation.

The maximum grant amount is \$3.5 million.

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 11 August 2023. 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 Great Barrier Reef Marine Debris Management and Mitigation 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 (PFRO) as defined in section 14 of the grant opportunity guidelines
- an Australian local government agency or body as defined in section 14 of the grant opportunity guidelines
- none of the above

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

Do you confirm your project does not duplicate other Commonwealth, state and territory government-funded management actions that are already underway in the location you are proposing to undertake activities?*

Yes

No

You must answer yes to proceed to next question.

Will your project contribute to and collaborate with other Commonwealth programs and initiatives, including but not limited to, the Department of Climate Change, Energy, the Environment and Water's (DCCEEW) *National Plastic Pollution Monitoring and Storm Water Project*?

Yes

No

You must answer yes to the question to proceed to next section.

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 how it will contribute to better environmental outcomes for the Great Barrier Reef.

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 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. Debris Data Analysis

This information will provide a benchmark for reporting

How will you collect, analyse and report on marine debris collection and removal?

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

Your project must be completed by 30 March 2027.

E.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 between the project start and end dates. You can enter a maximum of 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.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

F. Project budget

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.

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		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Contract		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Administrative Support (Up to 10 % of total eligible expenditure)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Monitoring and Reporting (Up to 5 % of total eligible expenditure)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$

Type of expenditure	Head of expenditure	Financial Year	Cost
	Travel		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Staff Training		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
	Audit costs (Up to 1 % of total eligible expenditure)		\$
		2023/24	\$
		2024/25	\$
		2025/26	\$
		2026/27	\$
Total			

F.1. 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.2. 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 under this grant opportunity is \$3.5 million.

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 (30 points)

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

Project alignment with program objectives

You should demonstrate this by describing how:

- a. your project aligns with the Reef 2050 plan, including Indigenous and cultural heritage initiatives
- b. your project contributes to the achievement of Reef Trust Outcomes
- c. your project will impact the local marine environment through management or mitigation of marine debris
- d. you will deliver targeted education and awareness raising
- e. you intend to bring the local community, including First Nations peoples, and stakeholders together to support your project.

G.2. Assessment criterion 2 (20 points)

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

Technical understanding and awareness

You must demonstrate this by explaining your:

- a. robust technical understanding of the Great Barrier Reef's environs including, but not limited to, hydrology (flood patterns, impacts of cyclones), topography, waterways and coastal systems (estuaries, islands and coastlines) and priority pollutants from urban and peri-urban centres
- b. clear awareness of other key National and Queensland strategies and plans relevant to marine debris and how your project aligns with and/or contributes towards them, including but not limited to, the National Waste Policy Action and Plastics Plans, the *Threat Abatement Plan and Recycling and Waste Reduction Act*.

G.3. Assessment criterion 3 (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 of successfully managing similar projects

- b. your access to personnel with the right skills and experience in delivering your project activities
- c. how you will manage the project including obtaining approvals, methodology, budget, risk management and governance
- d. how you will monitor and measure the benefit of the project against the sustainability of the Great Barrier Reef.

You will be required to submit a project plan including a position description and CV of all relevant personnel.

Sample

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 as outlined in section 7.2 of the grant opportunity guidelines.

Sample

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 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: docx, rtf, pdf, xlsx, csv, jpg, jpeg, png, gif.

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

- Project Plan

A detail plan including key personnel with position description and CV's

- Risk Plan

Your risk mitigation strategy and plan

- Detailed Project Budget

Breakdown of project budget and anticipated expenditure

- Evidence to support your assessment criteria, where applicable

See Section G of the grant opportunity guidelines

- 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.

J.3. Program feedback

How did you hear about the grant opportunity? *

You may select from a drop-down menu.

Did you read the grant opportunity guidelines?

You may 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 may select from a drop-down menu.

We welcome any additional feedback on the application process.

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

Sample

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

Sample

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.