Traditional Owner Stage 2

Grant Application

Form



*Acknowledgement of Country*

*The Great Barrier Reef Foundation extends its deepest respect and recognition to all Traditional Owners of the Great Barrier Reef and Catchment as First Nations Peoples holding the hopes, dreams, traditions and cultures of the Reef.*

**Artwork by Keisha Leon, Leon Design**

****

**Crown-Of-Thorns Starfish Control**

This symbol reflects the purpose of this program, which is to restore balance to the ecosystem. Where there is an imbalance it threatens the health of the reef, but when there is balance, we give it a chance to thrive.

****

**Integrated Monitoring and Reporting**

This symbol looks at the importance of sharing and storing knowledge for future generations. The symbol has two representations; the first being the literal idea of keeping track of life within the Reef (the cycle of life); the section being knowledge from past, present and future working together to care for the Reef. The dots represent the importance of the cycle.

****

**Reef Restoration and Adaptation Science**

The symbol represents the thriving ideals of a restored reef, the growth in coral and sea life, and the growth from what is now to the hopeful future (3 circles). The dots represent the thriving life that a restored and healthy reef brings. The symbol also subtly looks like a caring hand helping the Reef to grow.

Traditional Owner Group/Sponsor Details

## Applicant organisation (Traditional Owner organisation or sponsor)

Please fill this out as either the Traditional Owner organisation applying directly for the grant OR as the sponsoring organisation (*NB. The applicant needs to be the organisation that would enter into a funding contract with the Great Barrier Reef Foundation (the Foundation)*)

|  |
| --- |
| Organisation Name:  |

|  |
| --- |
| Organisation Address:  |

|  |
| --- |
| ABN/ACN: |

|  |
| --- |
| Are you sponsoring a Traditional Owner group: Yes [ ]  No [ ]   |

## Contact Details

|  |  |  |
| --- | --- | --- |
| Applicant details (the Applicant must be a legal entity – refer Grant Guidelines) | Organisation type (Traditional Owner) | [ ] Incorporated association[ ] A body corporate [ ] A company[ ] A cooperative society[ ] A trust duly constituted [ ] An Aboriginal or Torres Strait Islander corporation or incorporated association[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify)  |
| Organisation type (sponsor) | [ ] Traditional Owner organisation[ ] NRM group[ ] Government body[ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify) |
| Registered for GST | [ ] Yes[ ]  /No |
| Authorised contact person for application*This is usually the person who filled the form out. It should also be the person who can answer any questions about the application.* | Name |  |
| Role within the organisation |  |
| Email |  |
| Phone number(s) |  |

## Traditional owner Group Details

Traditional Owner group (this needs to be the Traditional Owner group for the Great Barrier Reef World Heritage Area or Great Barrier Reef Catchment where the Grant Program activities are proposed.

Traditional Owner Group:

|  |
| --- |
|  |

Contact person for the Traditional Owner group \**(only fill this out if it is different from the contact person nominated in the table above)*.

|  |
| --- |
| Name: Phone: Email: |

Location details – describe where your traditional land/sea country is and tell us any of the natural features that you are aiming to specifically protect/manage/monitor through the project *(maximum 100 words)*

|  |
| --- |
| *Answer here (maximum 100 words)* |

|  |
| --- |
|  Please attach a letter of support from your Traditional Owner organisation endorsing the project and funding application  |

# Project Details

## Project Name

Provide a title for the project that you are requesting funding for *(maximum 15 words)*

|  |
| --- |
| *Answer here (maximum 15 words)* |

## Key focus and Component area

Select a Key Component Area for your Project:

1. [ ] Crown of Thorns Starfish (COTS) control
2. [ ] Integrated Monitoring and Reporting (IMR)
3. [ ] Reef Restoration and Adaptation Science

Select a Key Focus Area(s) for your Project (can select more than one box)

1. [ ] Traditional Owner groups undertake leadership and capacity building
2. [ ] Traditional Owner groups undertake planning and innovation
3. [ ] Traditional Owner groups undertake partnership development
4. [ ] Traditional Owner groups undertake Indigenous Heritage Value mapping

Select the type of grant you are applying for: (can only select one box here)

1. [ ] Standard Grant ($50 – 150k)

*For exceptional grant applications the Foundation will consider grants larger than the $150k amount. These applications will need to be detailed, contain advanced thinking of project design and development and be supported by comprehensive budget plans.*

1. [ ] Complex Grant ($150 – 300k)

*Your project can address more than one Key Focus Area or Key Component Area. NB: only one application can be submitted per applicant for this grant opportunity.*

## Project summary

Please outline the project *(maximum 500 words for standard grants, 750 words for complex grants)*, how it addresses the key focus and component areas, and include:

* Why is the project needed and why is it important to your Traditional Owner group;
* The values (cultural, natural, social and economic) that will be addressed by this project; and
* The project objectives, expected outcome and the activities proposed;
* Explain if the project builds on earlier project/s or will establish the foundations for future success;
* Identify the specific activities that require Foundation funding. If you also have funding from other sources, identify which specific project activities will require Foundation funding;
* A description of the benefits that will be delivered as a result of the project;
* For complex grants only, also explain the collaborative approach that will be used with any partners and identify how these partners will add value to the project (e.g. through the contribution of additional cash or in-kind support)

*To assist you in providing the right detail for this section, please refer to the Traditional Owner grants guideline document (Assessment criteria 2).*

|  |
| --- |
| *Answer here (maximum 500 words for standard grants, 750 words for complex grants)* |

# Project Plan & Budget

## PROJECT plan TIMEline

The project plan is made up of two parts. The first part is described in the table below. Please provide details of the activities and deliverables that would make up your project. These activities will help explain the key components of your project and the steps you will take to deliver it against a timeline.

The second part is a risk assessment and management plan that directly relates to this project.

*This section is assessed against criterion 3 in the Grant Guidelines and if your application is successful these will form the basis of discussion on milestones within the contract. (For more detail on the types of information to include in this section please read Section 12.2.2 of the guidelines carefully*).

*Your application will be assessed on how well you have planned the project and whether it represents good value for money. Projects must be completed no later than 30 June 2023 for Standard Grants and 30 May 2024 for Complex Grants.*

## Project TIMELINE

Your project timeline, including key project activities and deliverables in chronological order, with the beginning and end dates of each task.

|  |  |  |
| --- | --- | --- |
| **Start date** | **End Date**  | **Activity & Deliverables** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  Things to attach to your application as part of your project plan *(not included in the 500-word limit)*1. Risk management plan (download risk management template from the Foundation website if required).
 |

## benefits to Traditional Owners

#### Project Development

How have the Traditional Owners for the Country where the project is being proposed been involved in the development of the project proposal?

How will they be involved or employed?

*Answer here (maximum 250 words)*

 Please attach evidence of support from Traditional Owners for the project. This could be a letter of support or an audio or video clip of people explaining their support and/or involvement.

## PROJECT Plan & BUDGET

Include a clear project budget that details project income and expenses. The budget costs must relate to project activities (deliverables) set out in your project plan and detail the resources and funds required to complete your project. It is important to itemise and describe costs as clearly as you can.

*Some expense ‘types’ have been included in the table below to guide your budget costing – these are examples only and you should use/include information that is relevant to your project.*

*More detailed information about what may be funded, funding limitations and funding exclusions can be found in Section 8 of the Great Barrier Reef Traditional Owner Grant Guidelines*.

Indicate the estimated project budget in accordance with the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense item** | **Total funding by GBRF grant**  | **Total co-funding contributions \*** | **Description of budget items** |
| Staff salary – project management |  |  |  |
| Consultant or contractor costs |  |  |  |
| Operating costs  |  |  |  |
| Program monitoring and evaluation |  |  |  |
| Project administration (cannot exceed 10%) |  |  |  |
| Elder fees |  |  |  |
| Training and learning packages or course |  |  |  |
| Assets etc (list them out with the costs assigned to each item) |  |  |  |
| Travel |  |  |  |
| Catering |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL ($) – excl. GST** |  |  |  |

\*Please record the in-kind/co-investment contributions and indicate the source of this funding.

Operating costs – Costs for project delivery (may be printing, meetings, events, etc).

Program monitoring and evaluation – to include staff and other resources required for program level tracking on project progress and outcomes (not environmental monitoring).

Project administration – To include organisational overheads. Administration costs must be no more than 10% of the total budget.

In-kind support can include:

* volunteer time (valued at $41.72/hour as per Australian Bureau of Statistics figures)
* partner support
* external support

# Delivery Capacity

## Governance aRRANGEMENTS AND PREVIOUS PROJECT EXPERIENCE

Describe any governance arrangements that are in place that can support or assist the running of the project. For example: Steering Committee for other projects, PBC, access to office and admin support staff, rangers, working groups etc. Provide details on any previously run projects and describe the outcomes of the projects *(maximum 500 words) (See Grant Guidelines Criterion 4 for more details)*

|  |
| --- |
| *Answer here: (maximum 500 words)* |

# Communication & Engagement

## communication

Describe how you will tell your group and others about your project, including how (and how often) you will monitor and report on its progress. Describe how you will communicate the final project outcomes to your group and to others, such as other Traditional Owner groups, key partners and the broader community. *(maximum 250 words).* (see criterion 5 (Section 12) in the guidelines for more detail on what to provide in this section)

|  |
| --- |
| *Answer here (maximum 250 words)*  |

Are there any other organisations that you will work with/engage in the delivery of your project? If yes – please provide details in the table below.

|  |  |  |
| --- | --- | --- |
| Partner organisation name | Key contact name & phone/email | Role within the project |
|  |  |  |
|  |  |  |
|  |  |  |

## Engagement

Describe how members of your Traditional Owner group will participate and be engaged in your project. (*maximum 100 words*).

|  |
| --- |
| *Answer here (maximum 100 words)*  |

# Mandatory information required for successful grants

## Insurances

All Insurances must be in the Applicant’s legal entity name. Copies of the following insurance Certificates of Currency must be provided to the Foundation if application is successful.

|  |
| --- |
| Worker Compensation |

|  |
| --- |
| Public Liability (minimum required: $20m per occurrence) |
|  |
| Professional Indemnity (minimum required: $1m per occurrence) |

|  |
| --- |
| Motor Vehicles and Plant and Equipment Insurance (if applicable) |

|  |
| --- |
| Other relevant policies (e.g. volunteer insurance if applicable) |

[ ] Tick this box to confirm that you hold (or will hold) all relevant permits for on-ground activities in the Great Barrier Reef World Heritage Area or Reef catchments.

## CONFLICT OF INTEREST DECLARATION

The following information is disclosed for the purposes of this Application. The Applicant must provide details of any actual, perceived or potential conflicts of interest that exist or may arise in connection with the provision of technical services. Successful candidates will be required to execute a conflict declaration upon contracting.

|  |
| --- |
| In submitting this Application, the Applicant acknowledges and warrants that to the best of their knowledge and belief, and subject to any disclosures detailed below:1. no family, business or pecuniary relationships exist between the Applicant and the Foundation;
2. neither the Applicant not its officers, employees, contractors or family members have:
3. engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or
4. received or will receive any pecuniary in in-kind advantage from any other Applicant.

In relation to this Application process:1. no officer, employee, contractor or family member associated with the Applicant is or has been engaged by the Foundation in a position or role that in any way relates to the Application;
2. no officer, employee, contractor or family members associated with the Foundation have been offered any benefit or inducement associated with this Application, including any offer relating to employment; and
3. other than specified below, neither the Applicant nor any of its officers, employees, contractors or family members have or are likely to have any Conflict of Interest.

The Applicant further undertakes to immediately notify the Foundation in writing if any warranty contained in this Application Form becomes, or may become, incorrect. |
| [ ]  None to declare, or |
| [ ]  Yes I have conflicts to declare. If Yes please provide detail: |

## DECLARATION IN RELATION TO key PERSONNEL

Key personnel of the Applicant who have a role in the management of the project are required to be fit and proper persons. The Applicant confirms that key personnel involved in the management of the Project are:

|  |  |
| --- | --- |
|  | Confirmation |
| **Not** a person who is an undischarged bankrupt | [ ] Yes |
| **Not** a person who has in operation a composition, deed or arrangement with his or her creditors under the law relating to bankruptcy | [ ] Yes |
| **Not** a person who has suffered final judgement for a debt and the judgement has not been satisfied | [ ] Yes |
| **Not** a person who has been convicted of an offence within the meaning of paragraph 85ZM (1) of the Crimes Act 1914 (Cth) Part VIIC | [ ] Yes |
| **Not** a person who is or was a Director or occupied an influential position in the management or financial administration of an organisation that has failed to comply with the grant requirements or obligations owed to the Commonwealth. | [ ] Yes |

# Declaration

The Applicant:

1. acknowledges that the information provided by Great Barrier Reef Foundation was provided for the convenience of Applicants, and that the Great Barrier Reef Foundation will not be liable for any information provided or for any errors or omissions form such information.
2. ensures that all the information contained in the Applicant’s offer is complete, accurate, up to date and not misleading in any way.
3. offers to provide the project to the Great Barrier Reef Foundation in accordance with the information, standards, warranties and representations in this Application form and accompanying documentation, and the terms of the contracting instrument.
4. acknowledges that the Great Barrier Reef Foundation will rely on the information contained in the application (including the warranties and declarations) when deciding whether or not to accept the application and that if the Great Barrier Reef Foundation accepts the application, the Great Barrier Reef Foundation will enter into a Funding Agreement relying on that information.
5. agrees to contact Great Barrier Reef Foundation immediately if any information provided in this application changes or is incorrect.
6. gives permission for Great Barrier Reef Foundation to verify funding requested from other funding agencies in support of this application and to provide information in this application to those funding agencies for this purpose.
7. consents that information provided in this application may be provided to Great Barrier Reef Foundation’s project partners, including Australian and Queensland Government agencies, and that summary information across the grants program may be shared publicly (for example the number of applications, total funds requested and themes of projects).
8. acknowledges that, if this application is successful, information provided in this application will form part of a funding agreement with Great Barrier Reef Foundation and their organisation will be held accountable to the project deliverables outlined in this application (including any attachment).
9. consents that, if this application is approved, summary information about this grant application may be published in any announcement about grant programs including the applicant’s name, description of the project, value of grant provided, commencement date and any other information deemed relevant to the announcement.
10. represents that the signatories below are authorised to execute this Application Form on behalf of the applicant.

[ ] **I understand and agree to the declaration above.**

|  |  |  |
| --- | --- | --- |
| Date: **EXECUTED** for and on behalf of: Name of authorised representative (block letters) Position of authorised representative | )))))))))))) |  Signature of authorised representativeBy executing this offer the signatory warrants that the signatory is duly authorised to submit this offer on behalf of the applicant  |

**EMAIL APPLICATIONS TO: applications@barrierreef.org**