Reef Trust Partnership

*Community Reef Protection*

*Grant Program*

*Stage 1: Citizen Science*

Grant Application

Form

# Applicant Details

|  |  |  |
| --- | --- | --- |
| Project applicant | Legal entity name |  |
| Business trading name |  |
| ABN |  |
|  |  |
| Organisation type | Not for profit  For profit  Academic Institution  Government Institution  Industry association  Other – please specify |
| Registered for GST | Yes  No |
| Street address |  | |
| Postal address |  | |
| Website |  | |
| Contact person for application | Name |  |
| Role |  |
| Email |  |
| Phone |  |
| Statistical information about the applicant organisation | Government organisation / Statutory Authority  Not-for-profit organisation  Indigenous organisation (Comprising a minimum of 50% ownership by Aboriginal and/or Torres Strait Islander people(s))  Locally owned and operated (primary office within the Reef Catchment Area, as well as employees)  Is not locally owned, but has a local operation/office in the Reef Catchment Area with local employees  Is not locally owned, nor has a local operation/office, but has employees who reside within the Reef Catchment Area | |
| Survey | How did you hear about this grant program?  Great Barrier Reef Foundation (GBRF) Newsletter  GBRF Website  Newspaper  Other: specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

# Summary

## Project Name

## Project summary

Enter up to 300 words. Provide an overview of the project, inducing the rationale, partners, methods, and the expected outcomes.

# Project Details

## Project funds requested

## Project description

Enter up to 300 words. Provide a brief description of the need, benefits and outcomes of the project, including how the project maintains and builds on previous and existing work

## partnerships

### Partnership summary

|  |  |  |  |
| --- | --- | --- | --- |
| Partner organisation name | Key contact name | Key contract email | Key contact phone |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

### Partnership roles

Enter up to 400 words. Describe the role(s) of project partners. How will they contribute to the project and what are their responsibilities?

Applications must have a lead applicant with a minimum of one additional project partner. Partners must genuinely contribute value to the project. Partner contributions may vary, but may include delivery of services/activities, provision of knowledge/expertise, or processing/applying information.

Tick this box to indicate that you agree to participate in a collaborative approach to communication across the suite of funded projects, including participating in occasional grant program network meetings (via video/teleconference) during the life of the project to support partnerships, information exchange and discussion of shared key messages.

## Engagement

Enter up to 400 words. Describe how the project will engage the broader community in the protection of the Great Barrier Reef World Heritage Area to contribute to the Reef 2050 outcome to ‘support an informed community that plays a role in protecting the Reef for the benefits a health Reef provides for current and future generations’.

Indicate how people will contribute, the key audiences you seek to engage, and how many people you expect to directly engage (e.g. hands on activities) and indirectly engage (e.g. media, broadcast communications activities) during the life of the project. What are the co-benefits from engagement?

### Timeline

Enter up to 800 words. Outline your project timeline, including key project activities in chronological order, with the beginning and end dates of each task, location(s) of activities and number of participants you expect to engage in activities.

Note that data collection activities should be within the Great Barrier Reef World Heritage Area, but engagement activities may be broader in geographic scope. Some project activities must commence by April 2019 and can run for for a period of up to 2 years.

Tick this box to confirm that activities comply with the Environmental Protection and Biodiversity Conservation Act 1999 (Cth).

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.

### implementation

Enter up to 400 words. Outline how your project will implement (and where suitable enhance) a well-established citizen science method which increases understanding about the state and/or recovery of coral reefs and associated ecosystems (such as mangroves, and seagrass), and/or marine diversity information (with a focus on reef health indicator species) within the GBRWHA.

Data generated through the project must contribute to, and may build on, existing citizen science data programs. Activities that collect data with benefits for multiple programs which fill critical knowledge gaps will be highly regarded. Ensure you clearly outline methodology (including rationale for site locations & data collection timing), quality assurance and control, training requirements, enhanced methods, and data applications.

## methods

Tick this box to indicate that you agree that you will retain all Intellectual Property Rights from your project material, but will provide summary project data for broader program-wide data reporting during the term of the project to facilitate timely communications and reporting. Reporting will be developed in consultation with successful project applicants and relevant data users.

## Project delivery capacity & activities

### Priority outcomes

Outline how the project will maintain and/or build on existing activities that support the key priority outcomes for the grant program.

1. ***On-ground action***

Enter up to 300 words. Deliver on-ground action by engaging participants in field-based citizen science data collection and/or field-based training to support data collection and encourage community participation in projects which use citizen science to inform approaches to reduce Reef threats and boost Reef resilience

1. ***Build knowledge and understanding***

Enter up to 300 words. Build knowledge and understanding about the condition of GBR coral reefs, associated ecosystems and/or diversity of key marine indicator species, through data collection, analysis, communication, and locally-relevant information exchange in communities where projects are undertaken.

Projects must demonstrate how information generated through the project will contribute to (and may build on) existing citizen science data programs, how data will be communicated to target audiences in a timely manner, how information will build knowledge and understanding through research, education and management applications.

1. ***Empower community leadership and connections***

Enter up to 300 words. Empower community leadership and connections with decision-making, such as through local and regional data application initiatives and fostering pathways that strengthen how citizen science to contribute to reef science and management initiatives.

1. ***Enduring outcomes***

Enter up to 300 words. Foster enduring outcomes through ongoing community partnerships, such as by collaborating on reef citizen science and engagement activities with other delivery partners to enhance benefits (mandatory), as well as supporting genuine engagement pathways for Traditional Owners and youth (25 and under), and developing opportunities for ongoing project funding pathways.

### Demonstrated experience

Enter up to 400 words. Describe your organisation (and partner organisations) demonstrated experience, capacity and capability to deliver the project activities.

## project evaluation

Enter up to 800 words. Describe the monitoring, evaluation and learning framework you will use to clearly demonstrate and communicate project outcomes, as relevant to the grant program priority outcome areas and Reef 2050 Plan. Also include details of what review mechanisms will be in place to ensure improvements are built into the project.

Projects must incorporate an evaluation component to document and measure community benefits (may include environmental, cultural, social and/or economic outcomes).

## budget & Value

### Project budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Budget item | Year 1 costs | Year 2 costs | Total in-kind support (volunteer hours) | Total in-kind support (Other) | Total cash contribution |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

Select from the following eligible budget item categories:

* Salaries, wages (incl on-costs)
* Contractors
* Monitoring and evaluation
* Communications
* Training and development
* Travel
* Equipment hire
* Event and catering
* Materials
* Project admin (10% max, including activities to support building capacity for developing ongoing project funding)

In-kind support can include:

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

Cash contributions should include financial investment in relevant project activities.

### Value for money

Enter up to 400 words. How does your proposed project demonstrate value for money?

## health & safety

The Great Barrier Reef Foundation and the funder of this program are dedicated to promoting and improving standards of health and safety to ensure a healthy working environment for all workers and contractors.

|  |  |
| --- | --- |
| Provide copies of relevant Health and Safety Policy and Procedures: | Attached |

### Project risk management

Risk Management plans will be reviewed by the Risk and Compliance Manager at the Great Barrier Reef Foundation prior to executing the contract and further detail may be requested.

The Risk Management plan must:

* identify key risks to the success of this investment, these may include safety risks, project risks, environmental risks etc
* explain how these risks are to be managed, detailing any risk management strategies and the impact of those strategies
* determine who is best able to manage and be responsible for each risk and management steps
* determine when each risk is likely to materialise, and its priority for management actions.

|  |  |
| --- | --- |
| Attach your Risk Management Plan for the project: | Attached |

### Insurance

All Insurances must be in the Applicant’s legal entity name. Copies of the following insurance Certificates of Currency must be attached

|  |  |
| --- | --- |
| Worker Compensation | Attached |

|  |  |
| --- | --- |
| Public Liability (minimum required: $20,000,000 per occurrence) | Attached |

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

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

## 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 proposal. 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 GBRF;
2. neither the Applicant not its officers, employees, contractors or family members have:
   1. engaged in any unethical behaviour or sought and/or obtained an unfair advantage; or
   2. 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 GBRF in a position or role that in any way related to the Application;
2. no officer, employee, contractor or family members associated with GBRF has 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 not any of its officers, employees, contractors or family members have or are likely to have any Conflict of Interest.

Conflict of interest declaration. If there is nothing to declare, the Applicant must write “None” in the space below.

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## 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, services and other deliverables to the Great Barrier Reef Foundation in accordance with the information, standards, warranties and representations in the Applicant’s offer (including this Application form) and the terms of the contracting instrument.
4. acknowledges that the Great Barrier Reef Foundation will rely on the information contained in the Applicant’s offer (including the warranties and declarations) when deciding whether or not to accept the Applicant’s offer and that if the Great Barrier Reef Foundation accepts the Applicant’s offer, 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:    Full name of authorised applicant    Role of authorised applicant | )  )  )  )  ) |