

Reef Trust Partnership

*Great Barrier Reef
Traditional Owner
Grant Program: Stage 1*

Grant Application Form



1. Traditional Owner Group/Sponsor Details

1.1. 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 GBRF*)

Organisation Name:

Organisation Address:

ABN/ACN:

Are you sponsoring a Traditional Owner group: Yes No

1.2. CONTACT DETAILS

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

1.3. 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)*

Text here

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

2. Project Details

2.1. PROJECT TITLE

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

Text here

2.2. KEY FOCUS AREA

Select a Key Focus Area for your Project:

1. Traditional Owner groups undertake (land and sea) country-based planning
2. Traditional Owner groups implement their existing (land and sea) country-based plans
3. Indigenous Junior ranger programs that provide leadership, resilience and collaborative opportunities within communities.

If you wish to apply for more than one Key Focus Area, you will need to submit a separate application for each category. NB. Only one application can be made for Focus Area 1 or Focus Area 2. See Guidelines Sections 5 and 7 for more detail.

2.3. PROJECT SUMMARY

Please outline the project (*maximum 500 words*), how it addresses the key focus area, 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
- A description of the benefits that will be delivered as a result of the project.

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

Text here

3. Project Plan & Budget

3.1. PROJECT PLAN

Provide a Project Plan that clearly addresses key components of your project and the steps you will take in delivering your project. List a break-down of key project activities (deliverables) against key timelines. Detail what you expect to achieve from your project and how this may contribute to your Traditional Owner aspirations. Include how the project will maximise benefits for the Great Barrier Reef and Traditional Owner Group(s) (ecological, cultural/spiritual, social and economic).
(maximum 500 words)

This section is assessed against criterion 3 in the Grant Guidelines (for more detail on the types of information to include in this section please read 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 can run up to two years and must be completed no later than 30 June 2021.

★ Things to attach to your application as part of your project plan (not included in the 500-word limit)

1. Include a health and safety plan (or copies of existing relevant Health and Safety Policy and Procedures) that directly relates to the working environment for all people involved in the delivery of this project.
2. Include/ attach a risk management plan that directly relates to the delivery of this project (download risk management template from the GBRF website if required).

3.2. PROJECT BUDGET & VALUE

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 the Great Barrier Reef Traditional Owner Grant Guidelines.

Budget			
INCOME (itemise)	DETAIL/DESCRIPTION	TOTAL \$	CONFIRMED YES/NO
Funding request from GBRF Traditional Owner Grant (GST excl.)			No
Contribution (cash or in-kind) from project partners incl. government	E.g. Volunteer time calculated at \$41.72 (as per hour; from Volunteering QLD)		
Cash contributions from own organisation (itemise)			
In-kind contributions from own organisation (itemise)	E.g. volunteer time calculated at \$41.72 (as per hour; from Volunteering QLD)		
	TOTAL INCOME		

EXPENSES	ITEMISE	DETAIL/DESCRIPTION	TOTAL \$
Salaries		Salaries must equal the skills, qualification and attributes of the person. Make sure you itemise each person's salary.	
Consultant fees		Details of the consultant skills/qualification/attributes to be specified in your application.	
Elders fees		Number of	
Supplies/ equipment			
Travel and Accommodation		Application must detail all reasonable travel costs directly required for project	
Communication/promotion/events			
Project reporting and evaluation		Including six monthly reporting to communicate information about how your project is tracking	
Administration		Must not exceed 10 percent of the total grant request	
Catering/Workshop venue hire			
Other			
		TOTAL EXPENSES	

4. Delivery Capacity

4.1. 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*)

5. Communication & Engagement

5.1. 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 10) in the guidelines for more detail on what to provide in this section)

5.2. ENGAGEMENT

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

6. Reporting

6.1. PROJECT REPORTING

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 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 but will be required at a minimum every six months across the duration of the project.

7. Mandatory information required with grant

7.1. Insurances

All Insurances must be in the Applicant's legal entity name. Copies of the following insurance Certificates of Currency must be attached to the Grant Application.

Worker Compensation	<input type="checkbox"/> Attached
Public Liability (minimum required: \$20,000,000 per occurrence)	<input type="checkbox"/> Attached
Motor Vehicles and Plant and Equipment Insurance (if applicable)	<input type="checkbox"/> Attached
Other relevant policies (e.g. volunteer insurance if applicable)	<input type="checkbox"/> Attached

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.

7.2. CONFLICT OF INTEREST DECLARATION

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 nor its officers, employees, contractors or family members have:
 - a. engaged in any unethical behaviour or sought and/or obtained an unfair advantage;
 - or
 - b. received or will receive any pecuniary in in-kind advantage from any other Applicant.

Declare any conflicts in the box below. If there is nothing to declare, the Applicant must write "None".

7.3. 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
<u>Not</u> a person who is an undischarged bankrupt	<input type="checkbox"/> Yes
<u>Not</u> a person who has in operation a composition, deed or arrangement with his or her creditors under the law relating to bankruptcy	<input type="checkbox"/> Yes
<u>Not</u> a person who has suffered final judgement for a debt and the judgement has not been satisfied	<input type="checkbox"/> Yes
<u>Not</u> a person who has been convicted of an offence within the meaning of paragraph 85ZM (1) of the Crimes Act 1914 (Cth) Part VIIC	<input type="checkbox"/> Yes
<u>Not</u> 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.	<input type="checkbox"/> Yes

8. Declaration

The Applicant:

- (a) 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 from such information.
- (b) ensures that all the information contained in the Applicant's offer is complete, accurate, up to date and not misleading in any way.
- (c) 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.
- (d) 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.
- (e) agrees to contact Great Barrier Reef Foundation immediately if any information provided in this application changes or is incorrect.
- (f) 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.
- (g) 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).
- (h) 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).
- (i) 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.
- (j) 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)