

# INDIVIDUAL PROJECT GRANT

## Application Guidelines

### The EnvironmeNT Grants Program 2009-2010

The following information has been compiled to assist applicants to complete the 2009-10 EnvironmeNT Grants application documentation. Application forms are available on-line at [www.environmentgrants.nt.gov.au](http://www.environmentgrants.nt.gov.au) or by contacting the Environment, Heritage and the Arts Division of the Department of Natural Resources, Environment, The Arts and Sport on telephone (08) 8924 4525 or (08) 8924 4020.

### About the EnvironmeNT Grant Application Process

Applicants wishing to receive an Individual Project Grant must complete and submit an application in **two stages**, with **both** stages being received by the respective due dates:

#### Stage 1. Expression of Interest Form due 17 April 2009

The document will identify the key components of your project and comprises two parts:

- **Section A**: Applicant Details and Contact Information (Questions 1 - 10)
- **Section B**: Details of EnvironmeNT Grant Proposal (Questions 11 – 16)

This step has been introduced to allow you more time to plan your project and provide an opportunity for you to seek feedback on project proposals to improve your project outcomes.

**AND**

#### Stage 2. Full Application Form due 22 May 2009

This document provides the final details of your project including the timeframes for delivery. It can be submitted at the same time as the Expression of Interest Form or separately allowing more time for project planning.

- **Section C**: Applicant Detail Summary (Questions 17 – 18)
- **Section D**: Project Plan (Questions 19 – 29)

#### Please note:

- **The electronic submission of applications is strongly encouraged.**
- Download the Microsoft Word document to your computer, complete then submit electronically via email, post, hand deliver or fax.
- To complete either, simply tab from one question to the next using your "Tab" key or mouse pointer and enter your text. Tick boxes can be selected using your mouse pointer. See hints in your status bar.
- Applicants must complete **ALL** questions.
- Only one application form can be submitted per project proposal in each funding round.
- **Postal Address: EnvironmeNT Grants Project Officer PO Box 496 Palmerston NT 0831**

**CLOSURE: Applications for the 2009-10 Grants close on 22 May 2009**

## Expression of Interest Form

### **SECTION A: DETAILS OF APPLICANT ORGANISATION AND CONTACT INFORMATION**

Section A contains ten questions that provide the necessary details to identify the eligibility of an applicant organisation applying for a grant under this program and to establish contact details. Failure to provide the information requested on this form may result in your application not being considered. All information is collected and managed in accordance with the Department of Natural Resources, Environment, The Arts and Sport's Privacy Statement and the *Information Act*. This privacy statement can be found at: <http://www.nt.gov.au/nretas/copyright/privacy.html>

**TIP:** to move from one question to the next in the form use your tab key or mouse pointer.

#### **Q 1. Project Title**

Title (ten words or less) should be unique to the program and not in breach of copyright. It should reflect the aims of the project.

#### **Q 2. Name of Group or Organisation**

Please provide the entire name of the community group or organisation.

#### **Q 3. Are you an incorporated, not for profit organisation?**

Only incorporated not for profit organisations are eligible to receive EnvironmentNT Grants. Applicants who are not an incorporated organisation should negotiate with an incorporated non-profit organisation to apply on their behalf.

#### **Q 4. Are you registered for Good and Services Tax (GST)?**

Individuals and organisations conducting a business with an annual turnover of more than \$50,000 and non-profit organisations whose turnover exceeds \$100,000 are required by the Commissioner of Taxation to be registered for Goods and Services Tax (GST). EnvironmentNT Grants are not gifts but payments made in exchange for a supply of goods or service (i.e. the obligations outlined in the grant application). In the terminology of the tax system, this is "making a taxable supply" and the grant recipient is therefore the "supplier". The grant provider is the "recipient of the supply" as they are making a grant payment in exchange for the supply of the goods or services outlined in the grant application.

Accordingly, individuals and organisations that are registered for GST must pay GST equal to 1/11<sup>th</sup> of the payment. To ensure that the project's objectives can be met, the grant amounts will be adjusted or "grossed-up" to cover the GST commitment.

If you are not required to be registered for GST, you do not have to pay GST on any supplies you make in exchange for a grant and you cannot claim the "grossed-up" amount

Further information on [Grants and GST](#) can be found at the Australian Tax Office Website or contact your tax adviser.

## Q 5. ABN (Australian Business Number) or Statement of Supply

The Tax System requires that suppliers (grant recipients) who are carrying on an enterprise (business) must quote their ABN to the recipient (granting body) before funding can be provided. Under this legislation, if no ABN is provided, 48.5% of the grant must be withheld from the amount dispersed unless evidence is provided that the supply is exempt from this rule.

For more information please view the [ATO Factsheet: Step by Step Guide: Australian Business Number \(ABN\)](#) or contact your Tax Advisor. A *Statement by a Supplier Form* can be downloaded from that site.

## Q 6. Type of Organisation

Please select one or more of the five options that best describe your organisation. If none are applicable please describe your organisation in the text box provided.

## Q 7. Contact Details for Nominated Accountable Officer

Please provide the contact details for the person who has been nominated as responsible for the financial accountability and implementation of your project. The nominated Accountable Officer for the grant may be the Public Officer, President, Chairperson or other (current) Elected Officer of your organisation.

Where an application is being sponsored by an incorporated body on behalf of another party (group or individual) an Accountable Officer from the sponsoring body will be identified here. If the implementation of the project will be managed by the sponsored body the primary contact should be identified as the Project Manager in Q. 8.

## Q 8. Contact Details for Nominated Project Manager

Please provide the contact details for the program manager or person who has been nominated as responsible for the implementation of your project *if* different from the Accountable Officer (refer to Q.7)

## Q 9. Postal Address

Provide the postal details for all correspondence related to your project. This would be the registered business address of an applicant organisation (if they are an incorporated body) or that of their sponsoring organisation.

## Q 10. Feedback on Communication Processes

Please tell us how you heard about the EnvironmeNT Grants Program. This information will help us to identify the most effective advertising strategy to ensure that all Territorians have access to the Program.

## **SECTION B: DETAILS OF APPLICANT ORGANISATION AND CONTACT INFORMATION**

Section B has six questions (Questions 11 to 16). All must be completed for an application to be considered. The questions assist in describing your project. They also provide us with the information we will need in order to monitor the outcomes of the Grant program.

Please contact the Environment Grant Project Officer on (08) 8924 4525 if you require assistance or advice.

### **Q 11. Regional Location of Project**

The program is to be implemented throughout the Territory and projects for each region will be selected on merit. Please identify the region where your program will be undertaken. There are two key areas to choose from;

**Council Boundaries** - which include city areas, main towns, outstations and rural areas that are not defined under a Shire under Local Housing Government Reform.

**Shires** – Which include communities defined to shires under Local Housing Government Reform, see link to [http://www.localgovernment.nt.gov.au/new/prospective\\_shire\\_councils](http://www.localgovernment.nt.gov.au/new/prospective_shire_councils) if unsure.

### **Q 12. Amount of Grant requested**

Please provide an estimate of the amount you will be requesting to complete your project. Details of how this funding will be utilised will be requested in the Budget and Work plan at Q. 29 on the full application.

### **Q 13. Category**

Please select the major focus of your project. Your project may fall within one or more of the listed categories.

#### **1. Energy efficiency projects**

Examples: establishing [energy performance contracting services](#) for local councils and small to medium enterprise in the Territory or undertaking [energy audits](#) and implementing efficiency measures in public buildings.

#### **2. Re-thinking Waste projects**

Examples: establishing resource recovery (recycling) initiatives such as [public place recycling](#) at sporting events or shopping centres, establishing drop off centres or new community recycling services, feasibility studies for manufacturing recycled products or marketing opportunities.

#### **3. Water conservation projects**

Examples: establishing [water efficiency advisory services](#) or grey water re-use (water).

#### **4. Management of Weeds/Feral Animals**

Examples:

##### **Establishing Invasive (feral) animal management programs;**

Funding through this category will support programs that aim to (but are not limited to):

- Actively manage feral animals at sites of conservation significance in the Northern Territory (including fencing of important ecological sites),
- Increase community awareness of issues relating to feral animals
- Increase our knowledge of feral animals and weeds in the Northern Territory,
- Develop new management techniques for invasive species relevant to the Northern Territory,
- Prevent the spread of invasive species within the Northern Territory.

Applicants wishing to apply under this category and would like any further information or advice can contact Wildlife Management on telephone number (08) 8995 5008 or via website

<http://www.nt.gov.au/nreta/wildlife/animals/exotic/index.html>

##### **Establish Invasive weeds management programs;**

Funding through this category will support programs that aim to (but are not limited to):

- Actively manage weeds at sites of conservation significance in the Northern Territory
- Increase community awareness of issues relating to invasive weeds
- Increase our knowledge of invasive weeds in the Northern Territory
- Develop new management techniques for invasive species relevant to the Northern Territory
- Prevent the spread of invasive species within the Northern Territory.

Applicants wishing to apply under this category and would like any further information can contact the Weed Management Branch on telephone number (08) 8999 4567 or via email

[weedinfo.nretas@nt.gov.au](mailto:weedinfo.nretas@nt.gov.au)

For any further information please visit the websites below;

NRETAS Weeds Management Website -

<http://www.nt.gov.au/nreta/natres/weeds/ntweeds/index.html>

NRETAS Landcare and Community Groups Website

<http://www.nt.gov.au/nreta/natres/landcare/grants/index.html>

#### **5. Wildlife Conservation**

Examples:

- Community awareness and education campaigns specifically relating to wildlife in the Northern Territory;
- Projects that will improve our knowledge and understanding of the biology, ecology and behaviour of native wildlife;
- Community programs that will improve rehabilitation of natural areas;
- Project that investigate the sustainable use of native wildlife;
- Programs investigating the cultural value or sustainability of wildlife for indigenous communities;
- Threatened species protection or management programs.

## Q 14. Project Timeframe

Please identify the date your project will commence and when you expect you will complete it. Projects undertaken with these grants must be completed within twelve months of their starting date.

## Q 15. Project Partners

Partnerships are a good indicator of the level of community support. Please list those organisations, such as community groups, Aboriginal Community Councils, Local Government bodies or Northern Territory Government Agencies, industry bodies or other entities that have agreed to assist and support your project. A letter of support from these partners should be attached to the completed Full Application Form (Stage 2 in the application process) when it is submitted. This question is repeated in Section D of the final Application document to allow further information on partner contributions to be identified later in the planning process.

## Q 16. Project Details

Please provide a brief description of your project. Include in the description the following information:

- What do you intend to do, where and when?
- Who will be involved and what each project partner will do to assist?
- Why is this project necessary, and why have you chosen this approach?
- What changes do you hope to see at the conclusion of the project?
- Are there any opportunities to build on the achievements of your project in the future?
- How do you intend to show that your project has made a difference?

**TIP:** Section D in the final application document includes questions that will further define the key milestones and activities of your project and can be submitted at a later date to help you plan your project.

# Full Application Form

## SECTION C: APPLICANT DETAIL SUMMARY

This section can be submitted at anytime prior to the closure date (**22 May 2009**). The extended time available is to allow you more time to plan your project and provides opportunities to amend details submitted in the Expression of Interest form (due 17 April 2009).

### Q 17. Project Title

Please identify as per Q.1 on Expression of Interest Form (unless you wish this to be modified).

### Q 18. Accountable Officer and Project Manager

Please identify as per Q.7 and 8 on Expression of Interest Form (unless changed).

## SECTION D: PROJECT PLAN

**Q.19 Project Partners and Contacts**

Please refer to Q. 15 on your Expression of Interest Form and outline any changes identified during the planning process and what assistance your partner has agreed to contribute.

**Q.20 Has There Been Any Change in the Original Project Plan.**

Please note any changes that have arisen during the planning phase.

**Q.21 Major Target/s of Project**

Please identify from the list provided the primary focus of your project (or use the text box). If your project is aimed at more than one focus area please identify.

**Q.22 Key Objectives of Project**

Please identify the key objectives of your project in order of priority. What do you hope to achieve?

**Q.23 Key Deliverables of Your Project**

Please identify all project deliverables or the outputs that your project will produce (i.e. any product or service to be developed through your project). This process will provide a better understanding of the scope of your project. These could include (but are not confined to):

- workshops, publications, training activities, reports, videos, demonstrations or pilots of innovative sustainable technologies, photographic records of major activities, programs such as water/air quality monitoring, newsletters, etc; or
- the development and adoption of an accredited environmental management plan, best practice guidelines, feasibility studies or market research activities.

**Q.24 Measuring Success – Key Performance Indicators (KPI's)**

Please list how you intend to demonstrate that your project has been successful. Performance indicators can be either qualitative or quantitative measurements (e.g. number of certificates of competence awarded) that demonstrate that meaningful steps are being taken to achieve a target and allow external assessment of performance.

**Q.25 Does this project address a priority issue identified in a formal Plan of Management or Strategy?**

It is not a requirement of these grants that your project addresses an issue identified in a formal plan or strategy, although this is encouraged where an appropriate plan or strategy exists. You can establish the need for your project when describing your project details in Question 16.

If your project does aim to address an identified issue as described in a formal Plan of Management or Strategy (including drafts), please identify this document in the box provided. This information will help to improve co-ordination between resource management initiatives in the Territory and to establish the priority of your project. It will also provide us with quantifiable evidence of the extent of the problem before your action was taken and allow us to compare this with the situation afterwards, to assess how successful your approach was.

**Q.26 Other Funding Sources**

Please advise if you are intending to, have applied or have already received funding for this project from another source.

## **Q.27 Land holder or consent of the land holder to undertake activities**

Land Holder means the person identified on the title as the owner of the land, or in the case of land held under a lease, the person identified on the lease.

Where the Project is to be undertaken on property not held by the applicant, the applicant must obtain the written consent of the land holder/s prior to commencing any activities to be funded through an Environment Grant. Copy(ies) of such consent must be provided to the Territory on its request.

## **Q.28 Project Milestones**

List the key milestones of your project and identify the role of project partners, consultants etc.

## **Q.29 Budget and Work Plan**

Please provide an overview of the major components of your project. Identify the expected costs of these key components and relevant dates (e.g. date of purchase of any equipment or when an activity will start and when each element will be completed). Identify which agency or group will undertake the responsibility for each activity.

In-kind contributions are not a condition of these grants; however, as more ambitious projects may be undertaken where the proponents or their partners contribute either funding or in-kind contributions, applicants are strongly encouraged to identify their proposed contributions and to develop partnerships with other sectors and organisations.

In-kind contributions can include the costs of labour provided through CDEP or volunteers (e.g. parent groups). They may also be the costs of expert advice or information services, provided through Government agencies, industry or other partners.