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Great Barrier Reef Foundation Traditional Owner Healthy Water Grant 2.0

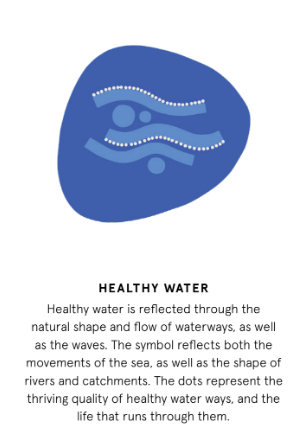
*Application Form*

**“Water connects us: Healthy Water – Healthy Country”**

*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**



*Healthy water is reflected through the natural shape and flow of waterways, as well as the waves. The symbol reflects both the movements of the sea as well as the shape of rivers and catchments. The dots represent the thriving quality of healthy water ways and the life that runs through them.*

Please email your completed application to: [applications@barrierreef.org](https://barrierreef.sharepoint.com/sites/ContractsProcurement/Grants/GBRF053%20TO%20Healthy%20Water%202.0/1%20Planning/Draft%20Documents/applications@barrierreef.org)

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

|  |  |  |
| --- | --- | --- |
| 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) |  |

## 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/s:

|  |
| --- |
|  |

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 (e.g., PBC or other governance arrangement with appropriate cultural authority) endorsing the project and funding application. The letter should describe how Elders/leaders and Traditional Owner community members have been engaged to build understanding and support for the proposal. |

## 1.4 consent from Landholder/s

What kind of land tenure/s exist over the proposed project area? (e.g., Aboriginal freehold, National Park, leasehold, etc)

|  |
| --- |
|  |

If the project is on private or state-owned land, do you have consent from the authorised landholder or management body to implement the project?

Yes  No

If yes, please attach a letter of support from the authorised landholder confirming their consent for the project.

1. Project Details

## 2.1 PROJECT Name

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

|  |
| --- |
| *Text here* |

## 2.2 WHAT type of Healthy water Grant are you applying For?

Select a Key Focus Area for your Project (please tick **one** box in this area):

**Foundational Grants**

1. Getting Ready Grants (projects up to $25k)
2. Project Ready Grants (projects that have budgets between $25k-$150k)

**Keystone Grants**

1. Complex Grants (partnership projects that have budgets up to $500K)

*NB: only one application can be submitted per applicant for this grant opportunity.*

## 2.3 PROJECT summary

Please outline the project *(maximum 1000 words)*, how it addresses the healthy water objectives (located on page 6 of guidelines), and include:

* Why is the project needed and why is it important to your Traditional Owner group (alignment with Traditional Owner priorities and aspirations);
* The values of water (cultural, natural, social and economic) that will be addressed by this project; and
* A description of how the project will work towards making or keeping water healthy (fresh or salt) that will be delivered as a result of the project and the objectives it will achieve.
* For **Keystone grants** also explain the collaborative approach that will be used with any partners and identify how these partners will add value to 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* |

1. Project Plan & Budget

## 3.1 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 the guidelines carefully*).

**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** |
|  |  |  |
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*Your application will be assessed on how well you have planned the project and whether it represents good value for money.*

|  |
| --- |
| 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 GBRF website if required). |

## 3.2 BENEFITS to Traditional Owners

**Project Development**

Please describe how the proposal has been informed by Traditional Owner priorities and aspirations, and how the Traditional Owners (Elders, leaders and broader community) for the Country on which the project is being proposed have been involved in the development of the project proposal. (*maximum 100 words*).

Answer:

\*\*Please attach evidence of support from Traditional Owners for the project (letters or email, short video submission is possible here)

**Engagement**

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

|  |
| --- |
| Answer: |

**Indigenous Employment opportunities**

Will your proposed project result in any jobs for Aboriginal or Torres Strait Islander peoples?

Yes  No

If yes, please describe: how many people will be employed; in what capacity (e.g., advisory, project management/operations); what type of employment (e.g., casual, part-time, full-time), and for what term (i.e., number of weeks, months, or years).

## 3.3 PROJECT BUDGET & value

Answer:

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*.

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 salaries (please break these down by position and cost) |  |  |  |
| Operating costs |  |  |  |
| Program monitoring and evaluation |  |  |  |
| Project administration (up to 10% of total budget) |  |  |  |
| Elder fees |  |  |  |
| 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

**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)*

|  |
| --- |
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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)*

|  |
| --- |
| *Answer:* |

## 5.2 ENGAGEMENT & PARTNERSHIPS

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 |
|  |  |  |
|  |  |  |
|  |  |  |
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| --- |
| Please attach a letter of support from each project partner that describes the partnership arrangement for the project. Additional support letters from relevant organisations that shows wider community support for your project will also assist your application in the assessment process. |

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 successful 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 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.

## 7.2 Eligibility criteria

The applicant should indicate whether the application complies with the following eligibility criteria.

|  |  |
| --- | --- |
| **Eligibility Criteria** |  |
| Applicant is a Traditional Owner group for the Great Barrier Reef and/or Catchment Area | Yes /  No |
| Applicant is operating in Australia and has supplied an Australian Business Number (ABN) | Yes /  No |
| Applicant holds, or is willing to hold, the required insurances. The following insurance types may be expected:   * Workers compensation * Public Liability (minimum required: $20,000,000 per occurrence) * Professional Indemnity (amount to be determined at a later date) * Motor Vehicles and Plant and Equipment Insurance (if applicable) | Yes /  No |
| Applicant has developed and implemented comprehensive WHS policies and procedures for the project, or   * is willing to undergo a WHS risk assessment, * take all reasonable steps to manage identified risks, and * undergo specific training or qualifications that the Foundation recommends prior to commencing the project. | Yes /  No |
| Applicant accepts the terms and conditions of the application and completed all sections of the form | Yes /  No |
| Applicant has provided all necessary supporting documents | Yes /  No |

## 7.3 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 GBRF; 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 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 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 GBRF in writing if any warranty contained in this Application Form becomes, or may become, incorrect. |
| None to declare, or |
| Yes, I have one or more conflicts to declare. If Yes please provide details:  Please provide information on how you propose the conflict should be managed and/or resolved: |

## 7.4 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 not:

|  |  |
| --- | --- |
|  | Confirmation |
| 1. a person who is an undischarged bankrupt | Yes |
| 1. a person who has in operation a composition, deed or arrangement with his or her creditors under the law relating to bankruptcy | Yes |
| 1. a person who has suffered final judgement for a debt and the judgement has not been satisfied | Yes |
| 1. 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 |
| 1. 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 |

8. 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. agrees to contact Great Barrier Reef Foundation immediately if any information provided in this application changes or is incorrect.
4. 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).
5. 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.
6. 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.

|  |  |
| --- | --- |
| Name of authorised representative |  |
| Date |  |

Questions about this Application Form can be emailed to the Great Barrier Reef Foundation (GBRF) Grants Office at [grants@barrierreef.org](mailto:grants@barrierreef.org).

**EMAIL APPLICATIONS TO:** [**applications@barrierreef.org**](https://barrierreef.sharepoint.com/sites/ContractsProcurement/Grants/GBRF053%20TO%20Healthy%20Water%202.0/1%20Planning/Draft%20Documents/applications@barrierreef.org)