

GEG - Round 2: Queensland Environmental Legacy Grants

Form Preview

GENERAL INFORMATION

* indicates a required field

CLOSING DATE: 4pm Tuesday 8 September 2026.

GRASSROOTS ENVIRONMENTAL GRANTS - ROUND 2: Queensland Environmental Legacy Grants.

Welcome to the Department of the Environment, Tourism, Science and Innovation's (DETSI) online grant application service for the Grassroots Environmental Grants (GEG) - Round 2: Queensland Environmental Legacy Grants.

This round provides grants of up to \$25,000 (excluding GST) to eligible recipients to undertake on-ground environmental conservation activities that focus on greening and/or rewilding local community spaces, supporting preparations for the 2032 Olympic and Paralympic Games across Queensland. A total of \$1.2 million in funding is available under this round of the grant program.

Projects funded will be those that encourage community participation and must demonstrate:

- how the activities will rehabilitate or revegetate a community space; and
- the ongoing benefits to the local community and Queensland's natural environment.

You are required to fully read the [GEG - Round 2: Queensland Environmental Legacy Grants guidelines](#) to understand the department's requirements before proceeding with your application.

HELP

To assist with navigating the Application Form please click [here](#).

If a technical error occurs, staff at SmartyGrants are available to help you. Contact them on phone (03) 9320 6888 during business hours or email service@smartygrants.com.au and quote your application number.

Help is available to guide you through using this form - please download the [Help Guide for Applicants](#).

You are strongly encouraged to save your application form every 5 to 10 minutes to reduce the risk of loss of information.

PROGRAM QUESTIONS

For queries about the guidelines, timelines, or questions in the form, please contact the Grants Coordinator on telephone (07) 3330 6360 or email GEGrants@detsi.qld.gov.au.

PRIVACY STATEMENT

The Department of the Environment, Tourism, Science and Innovation (DETSI) is collecting your personal information to assist the assessment panel in reviewing Grassroots

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Environmental Grant Program funding applications and, should your application be successful, to prepare a grant agreement.

All information, including your personal information and attachments, provided as part of the application form, will be provided to the following parties for the purpose of assessing your application:

- authorised officers from DETSI and other Queensland Government agencies
- approved external assessment panel members (e.g. industry experts).

Where necessary, relevant information contained in your application may also be provided to the Minister for the Environment and Tourism and Minister for Science and Innovation and the Minister's members of staff for reporting purposes.

If your application is successful, the following information will be published on the Queensland Government website and potentially on the Queensland Environment social media channels:

- applicant organisation name
- total amount of funding allocated
- project name, suburb location and project description.

In some circumstances we may wish to contact you to ask if you would like to provide feedback or participate in related activities or events. We may also, if requested, provide your details to the Premier's office so that they may invite you to participate in special events such as promoting grant recipients or inviting you to attend community cabinet meetings. Your participation outside the grant process is voluntary and you can ask that your details are not used or disclosed for these purposes by checking the following box *

- ☐ Please do not use my contact information for purposes other than direct grant management
- ☐ I am happy to be contacted and invited to participate in other related activities

The department will not otherwise use or disclose your personal information unless you provide your consent, or if the use or disclosure is authorised or required by law.

Applying online using SmartyGrants

DETSI has a contract service arrangement with Our Community, which operates SmartyGrants, a secure online grants administration system. For further information, please read: <https://www.ourcommunity.com.au/privacy>.

The grant application and associated documentation is subject to the *Right to Information Act 2009*. If you wish to access your personal information that is in the control of the department, please contact the department's Right to Information Services unit by emailing rtiservices@detsi.qld.gov.au

If you have any questions or concerns regarding your personal information, please contact the department's Privacy Services unit by email privacy@detsi.qld.gov.au.

I have read and accept the Privacy Statement. *

- ☐ Yes

Do you wish to be advised when future funding rounds under the GEG program are announced? *

- ☐ Yes

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☐ No

Please note: The Department of the Environment, Tourism, Science and Innovation is collecting your personal information, including your email address. We are collecting your information, as agreed by you, to advise you when future grant funding rounds are announced. We will not use your personal information for any other purpose unless we are authorised or required under an Australian law, or court or tribunal order to do so. The application user email provided will be stored within Vision 6, which is an external platform used by the Department. You can view the privacy policy for Vision 6 at <https://www.vision6.com.au/privacy-policy/>. More information on how the department will manage your personal information can be found here <https://www.detsi.qld.gov.au/help/legal/privacy>. If you have questions about how we manage your personal information, contact Privacy Services unit at privacy@detsi.qld.gov.au.

APPLICANT ELIGIBILITY

* indicates a required field

APPLICANT ELIGIBILITY

Referring to the eligibility criteria in the Grassroots Environmental Grants - Round 2: Queensland Environmental Legacy Grants guidelines, is your organisation eligible to apply for a grant in its own right under this round of funding? *

- ☐ Yes
☐ No

Note - this question only refers to your organisation, not a sponsor organisation. If you have a sponsor organisation, the next section will be applicable.

APPLICANT ELIGIBILITY TYPE

What is your organisation type? *

APPLICANTS APPLYING WITH A SPONSOR

If your organisation is not eligible to apply for a grant, will your project be sponsored by an eligible project sponsor?

- ☐ Yes
☐ No

If your organisation is not eligible to apply for a grant and you do not have an eligible project sponsor then your application will be ineligible.

If you answered 'yes', please complete the 'sponsoring organisation' section of this form.

For more information on ineligible applicants and eligible project sponsors please refer to the [guidelines](#).

APPLICANT TYPE

What is your organisation type? *

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PROJECT SPONSOR TYPE

What is your project sponsor type?

ELIGIBILITY DOCUMENTATION FOR YOUR ORGANISATION OR PROJECT SPONSOR

Please attach one of the following to confirm that your organisation (or your project sponsor if relevant) is eligible:

- Incorporated Association - a copy of the Certificate of Incorporation
- Registered Charity - a copy of the charity certificate from the Australian Charities and Not-for-profit Commission
- Not-for-profit entity (not registered with the ACNC) a copy of the Certificate of Registration of Company from ASIC and a copy of the organisation's constitution
- Indigenous Corporation - a copy of the Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation
- N/A for NRMs, River Improvement Trusts, Schools, tertiary education institutions or LGAs.

Charity certificates must be issued by the Australian Charities and Not-for-Profits Commission.

Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation is issued by the Office of the Registrar of Indigenous Corporations.

Organisation

- ☐ Certificate of Incorporation
- ☐ Charity Certificate
- ☐ Certificate of Registration AND your Organisation's constitution
- ☐ Certificate of Registration of an Aboriginal and Torres Strait Islander Corporation

Please attach your supporting documentation here:

Attach a file:

If you are unable to provide a copy before the submission of your application please contact the Grants Coordinator on (07) 3330 6360 or via email at GEGGrants@detsi.qld.gov.au

APPLICANT DETAILS

* indicates a required field

APPLICANT DETAILS

Name of applicant / applicant organisation *

Organisation Name

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Trading name (if applicable)

ABN (if applicable)

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN

Website address of organisation (if applicable)

Must be a URL

Street Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

ACCOUNTABLE OFFICER

This person should be a responsible person within your organisation, for example, President, Executive Director, Chief Executive Officer or similar.

Name *

Title

First Name

Last Name

Position in organisation *

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Email address *

Must be an email address

Preferred telephone number *

If you are providing a landline, you must include an area code.

Other contact telephone number

If you are providing a landline, you must include an area code.

PREFERRED CONTACT PERSON

Please ensure that this person is aware of the application and able to readily respond to any questions regarding this application. It is preferable the contact person is the registered SmartyGrants user.

It is also recommended that the email address provided be accessible by multiple people within the organisation, such as admin@project.com.au. This ensures that correspondence is readily seen and allows for any changes in staff throughout the duration of the project.

Is the preferred contact person the same as the accountable officer listed above?

*

- ☐ Yes
☐ No

Only fill in preferred contact details below if required.

PREFERRED CONTACT PERSON DETAILS

Name

Title

First Name

Last Name

Position in organisation

Email address

For example admin@project.com.au

Preferred telephone number

If you are providing a landline, you must include an area code.

Other contact telephone number

If you are providing a landline, you must include an area code.

ADDITIONAL CONTACT PERSON DETAILS

If the accountable officer is also the preferred contact, please provide details of an additional person from your

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organisation - someone who is aware of the application and able to readily respond to any queries should the department be unable to contact you.

Name *

Title	First Name	Last Name

Email address

Must be an email address.

Preferred telephone number

Must be an Australian phone number.
If you are providing a landline, you must include an area code.

SPONSORING ORGANISATION

* indicates a required field

A sponsoring organisation is required if an organisation is not eligible to apply for funding.

The sponsoring organisation takes full responsibility for all financial and legal requirements and will sign the grant agreement.

A letter of commitment from the sponsoring organisation must be provided with this application, confirming their agreement to sponsor this project.

Optional - Sponsor Letter template can be sourced [here](#).

Please refer to [guidelines](#) for details regarding sponsors.

Sponsoring organisation name *

Organisation Name

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions

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Main Business Location
Must be an ABN

Sponsoring organisation website

Must be a URL

Sponsoring organisation street address *

Address

All fields are required. Country must be Australia

Sponsoring organisation postal address

Address

Country must be Australia

ACCOUNTABLE OFFICER WITHIN SPONSOR ORGANISATION

This person should be a responsible person within the sponsoring organisation, for example, President, Executive Director, Chief Executive Officer or similar.

Accountable officer within sponsoring organisation *

Title	First Name	Last Name

Position in sponsoring organisation *

Email address *

Must be an email address

Preferred telephone number *

If you are providing a landline, you must include an area code.

Other telephone number

If you are providing a landline, you must include an area code.

PREFERRED CONTACT OFFICER WITHIN SPONSOR ORGANISATION

Please ensure that this person is aware of the application and able to respond readily to any questions regarding this application.

Is the preferred contact person the same as the accountable officer listed above? *

- ☐ Yes
☐ No

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If you answered 'no', you must complete the details below.

PREFERRED CONTACT OFFICER DETAILS WITHIN SPONSOR ORGANISATION

Name *	Title	First Name	Last Name
Position in sponsoring organisation *			
Email address *			
	Must be an email address. Must be an email address		
Preferred telephone number *			
	Must be an Australian phone number. If you are providing a landline, you must include an area code.		
Other telephone number			
	If you are providing a landline, you must include an area code.		

SPONSORING ORGANISATION LETTER OF SUPPORT

Please attach a letter of support from your sponsoring organisation. *	Attach a file:
	Refer to page 6 of the Guidelines for details that must be contained in the project sponsor letter.

PROJECT COLLABORATIONS

* indicates a required field

COLLABORATION

Two or more eligible organisations can work in collaboration on a single project. The applicant organisation is to take the lead on project management and monitoring, budget and reporting requirements for the duration of the funding agreement activities.

A letter of commitment will be required from the accountable officer of the collaborating organisation which provides details of the organisation's involvement in the project.

Applicants are encouraged to collaborate with relevant Traditional Custodians, community groups or stakeholders.

Owners of properties are encouraged to collaborate with their local Landcare, Coastcare, Bushcare or Rivercare group.

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Are you collaborating with another organisation to undertake this project? *

- ☐ Yes
☐ No

COLLABORATION ORGANISATION/S DETAILS

More rows can be added if needed, by selecting the '**Add More**' at the end of the last row in the table.

Organisation/s name	Collaborator's involvement in the project	Letter of commitment from collaborator
		Letter must be from an accountable officer within the collaborating organisation
Organisation Name		

OTHER GRANT FUNDING/PROPOSALS

* indicates a required field

Have you or your organisation applied for funding from any other grant programs for this same project? *

- ☐ Yes
☐ No

If you answered 'yes', please provide further details such as the grant awarded, name of the program and funding agency in the text box below.

If you answered 'yes' to the question above, please provide details. *

Word count:

Must be no more than 50 words.

Describe what is being funded (e.g. stage 1 of a 4 stage project) or contributing to another component of this current project.

Have you or your organisation received any grant funding from the Department of the Environment, Tourism, Science and Innovation (formerly Department of Environment and Science/Department of Environment, Science and Innovation) over the last 4 years? *

- ☐ Yes
☐ No

If you answered 'yes' please provide the project reference number or project name in the text box below.

If you answered 'yes' to the question above, please provide details. *

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Word count:

Must be no more than 30 words.

Please provide the reference number, project name, and succinct description of the project. .

ABOUT THE PROJECT

*** indicates a required field**

The objective of this round is to provide funding to eligible recipients to undertake on-ground environmental conservation activities that focus on greening and/or rewilding local community spaces, supporting preparations for the 2032 Olympic and Paralympic Games across Queensland.

Project Title *

Word count:

No more than 8 words

What is the duration of your project (months)? *

Must be a whole number (no decimal place) and between 1 and 18.

Projects must be completed within 18 months of the project start date.

Please provide a brief description of your project (100 word maximum) *

Word count:

Must be no more than 100 words.

Provide a short description of your project. Should your project be successful, this will be used to help with web content and project reporting.

Eligible projects and activities

What type/s of activities relate to your project? *

- ☐ improving natural areas adjacent to sporting fields, reserves, parks and other urban landscapes
- ☐ encouraging vegetation and wildlife native to their local area
- ☐ supporting pollinators and other common local species to thrive in community spaces

Activities should aim at improving nature rich shared spaces, refer Pg 7 of the Guidelines.

Tips for completing the following sections

Try and keep your answers succinct and to the point. Use dot points where appropriate.

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Focus on the facts and ensure your application provides a clear understanding of what you intend to do, how you intend to do it and why your project is environmentally important.

Refer to the hints under each text box for a brief description of the question.

* Please note you can make the text boxes larger - click and drag the bottom right corner of text box.

Describe in full the aims of this project (200 words maximum) *

Word count:

Must be no more than 200 words.

How will the proposed project address the objective of this grant round?

Please provide a summary of how you will achieve this aim, including the activities you will undertake. *

Word count:

Must be no more than 200 words.

Why is it important to undertake this project? *

Word count:

Must be no more than 150 words.

You should elaborate on the issues your project will address.

A guide to Outcomes and Metrics

This form will now ask you to complete three sections - Grant Outcomes, Program Metrics, and Your Metrics.

For more information and assistance, please click [HERE](#) for a guide to Outcomes and Metrics.

Please note for tables:

- More rows can be added if needed, by selecting the '**Add More**' at the end of the last row in the table.
- The table can be maximised by clicking the '**Maximise**' button at the top right-hand side of the table.

Grant Outcomes

Outcomes resulting from your project should align with one or more of the program objectives.

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Please choose one or more of the following program outcomes relevant to your project and briefly outline how your activities will contribute to this/these outcomes.

Please tell us about the outcomes you expect to result from your project. Outcomes are the changes or benefits you expect to occur for the environment and the beneficiaries (the community, volunteers, general public etc.) of your project, they can be direct, indirect and/or intermediaries.

Your outcomes	Alignment with the program outcomes	How does your intended outcome link to the programs outcomes?
What changes do you expect will occur as a result of your project (e.g. types of improvements to the project site)? Please be brief. One per row.	Which of the program outcomes will your project reflect or align with? If multiple apply, choose the most relevant.	Please explain how your intended outcome helps contribute to the program outcomes.

Program metrics (the department's metrics)

The below metrics link directly to the Outcomes you have chosen in the above table.

A minimum of 1 and up to a maximum of 5 metrics may be chosen from the drop-down box in the table below.

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring. Here we would like you tell us which of our quantitative metrics you may be able to report on.

Metric	Proposed Target	Describe the collection method
(per line) Please click in the dropdown box below to reveal metric. No more than 1 choice may be selected.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? e.g. survey, observation/estimation, datasets, weight/volume of litter. Must be no more than 100 words.

Your metrics (the applicant's metrics) - optional

A metric is a measurement designed to indicate whether or not progress towards an outcome is occurring, and quantify the extent to which it is occurring.

You may add your own metrics here.

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Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular area
- Are used sparingly - you are much better off to "ask one good question and answer it reliably" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

Metric	Proposed Target	Describe the collection method
One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.

Project Governance

How will the project be managed (organisational capability) and monitored to ensure successful delivery and completion? *

Word count:

Must be no more than 150 words.

What management structures does your organisation have in place to ensure all activities are completed successfully? Who will oversee this project? How will it be monitored to ensure milestones are met?

How will you determine that the project has been successful? *

Word count:

Must be no more than 200 words.

Does this project build upon previous work or form a component of a larger body of work? *

☐ Yes

☐ No

If 'yes', please provide details here.

Word count:

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Must be no more than 100 words.

Project Maintenance

Is ongoing maintenance required following completion of this project? *

- ☐ Yes
☐ No

If you answered 'yes', who will be responsible for this commitment? Has this been confirmed?

Word count:

Must be no more than 150 words.

For example, your organisation, the local council, individual landholders or other.

Please attach a letter of commitment for ongoing maintenance.

Attach a file:

Community Engagement

How will this project engage volunteers and the community in delivering the project activities? *

Word count:

Must be no more than 150 words.

Include details in which the proposed project engages volunteers and the community in environmental activities

How will this project demonstrate community benefit? *

Word count:

Must be no more than 150 words.

PROJECT LOCATION

* indicates a required field

PROJECT LOCATION DETAILS

Please provide location details of the **primary** site. If your project activities are on more than one site, include details of these additional sites in the table below.

IMPORTANT: Please note the latitude and longitude will populate when you enter the street address below. Alternatively you may select your location by manually entering in a locality and moving the blue pin on the map to your specified location.

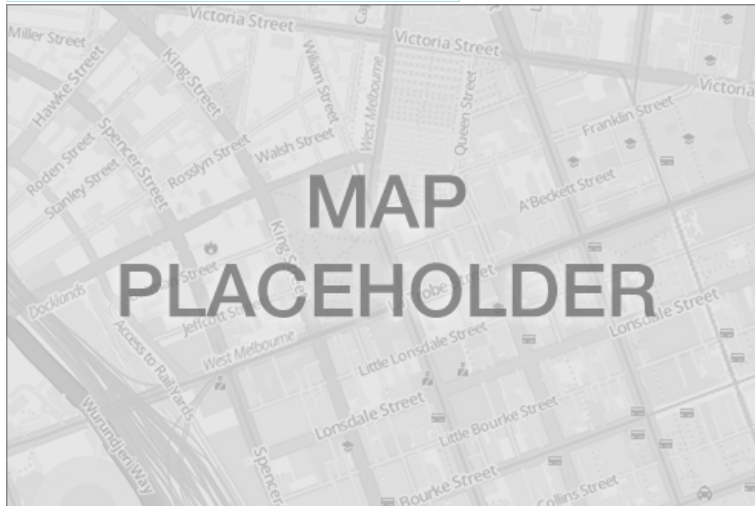
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Site name (if applicable)

Street address of the project site *

Address



All fields are required.

Please ensure latitude and longitude populate from the map.

Please provide the Lot on Plan details for the project site. *

Please enter Lot on Plan as - Lot 1 RP12345. To locate these details, visit <https://geocode.information.qld.gov.au/validate>.

Are you or your organisation the legal property owner of the site? *

- ☐ Yes
☐ No

LANDHOLDER PERMISSION

It is important to note that if your organisation is not the registered owner of the property/ies where the project will take place, **appropriate landholder's permission must be obtained for each project site**. If your application is successful, appropriate landholder's permission will need to be provided prior to the grant agreement being signed.

Optional - Landholder Permission Letter template can be sourced [here](#).

Please refer to the [guidelines](#) for details regarding the required landholder's permission.

Please provide evidence of landholder permission if not the owner.

Attach a file:

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If you are unable to provide landholder permission at the time of submitting your application, please provide an explanation in the upcoming section.

Will the project activities be undertaken on additional project sites? *

- ☐ Yes
☐ No

ADDITIONAL PROJECT SITE LOCATIONS

Please provide any additional site locations below.

Please note:

- More rows can be added if needed, by selecting the 'Add More' at the end of the last row in the table.
- The table can be maximised by clicking the 'Maximise' button at the top right-hand side of the table.

Additional project site address	Lot on Plan	Are you or your org the legal property owner of the site?	Please provide evidence of landholder permission if not the owner.
			Refer to the Guidelines for Landholder permission requirements.

Please provide an explanation below if you have been unable to obtain landholder's permission at the time of submitting your application.

Word count:

Must be no more than 100 words.

Property Owner's permission can be emailed immediately upon receipt to GEGGrants@detsi.qld.gov.au.

Please include your project reference number in the subject line.

Please list the Local Government Area (LGA) of your project site

- | | | |
|---|---|--|
| ☐ Aurukun Shire Council | ☐ Fraser Coast Regional Council | ☐ North Burnett Regional Council |
| ☐ Balonne Shire Council | ☐ Gladstone Regional Council | ☐ Northern Peninsula Area Regional Council |
| ☐ Banana Shire Council | ☐ Gold Coast City Council | ☐ Palm Island Aboriginal Shire Council |
| ☐ Barcaldine Regional Council | ☐ Goondiwindi Regional Council | ☐ Paroo Shire Council |

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- | | | |
|--|---|---|
| ☐ Barcoo Shire Council | ☐ Gympie Regional Council | ☐ Pormpuraaw Aboriginal Shire Council |
| ☐ Blackall-Tambo Regional Council | ☐ Hinchinbrook Shire Council | ☐ Quilpie Shire Council |
| ☐ Boulia Shire Council | ☐ Hope Vale Aboriginal Shire Council | ☐ Redland City Council |
| ☐ Brisbane City Council | ☐ Ipswich City Council | ☐ Richmond Shire Council |
| ☐ Bulloo Shire Council | ☐ Isaac Regional Council | ☐ Rockhampton Regional Council |
| ☐ Bundaberg Regional Council | ☐ Kowanyama Aboriginal Shire Council | ☐ Scenic Rim Regional Council |
| ☐ Burdekin Shire Council | ☐ Livingstone Shire Council | ☐ Somerset Regional Council |
| ☐ Burke Shire Council | ☐ Lockhart River Aboriginal Shire Council | ☐ South Burnett Regional Council |
| ☐ Cairns Regional Council | ☐ Lockyer Valley Regional Council | ☐ Southern Downs Regional Council |
| ☐ Carpentaria Shire Council | ☐ Logan City Council | ☐ Sunshine Coast Regional Council |
| ☐ Cassowary Coast Regional Council | ☐ Longreach Regional Council | ☐ Tablelands Regional Council |
| ☐ Central Highlands Regional Council | ☐ Mackay Regional Council | ☐ Toowoomba Regional Council |
| ☐ Charters Towers Regional Council | ☐ Mapoon Aboriginal Shire Council | ☐ Torres Shire Council |
| ☐ Cherbourg Aboriginal Shire Council | ☐ Maranoa Regional Council | ☐ Torres Strait Island Regional Council |
| ☐ Cloncurry Shire Council | ☐ Mareeba Shire Council | ☐ Townsville City Council |
| ☐ Cook Shire Council | ☐ McKinlay Shire Council | ☐ Weipa Town Authority |
| ☐ Croydon Shire Council | ☐ Moreton Bay City Council | ☐ Western Downs Regional Council |
| ☐ Diamantina Shire Council | ☐ Mornington Shire Council | ☐ Whitsunday Regional Council |
| ☐ Doomadgee Aboriginal Shire Council | ☐ Mount Isa City Council | ☐ Winton Shire Council |
| ☐ Douglas Shire Council | ☐ Murweh Shire Council | ☐ Woorabinda Aboriginal Shire Council |
| ☐ Etheridge Shire Council | ☐ Napranum Aboriginal Shire Council | ☐ Wujal Wujal Aboriginal Shire Council |
| ☐ Flinders Shire Council | ☐ Noosa Shire Council | ☐ Yarrabah Aboriginal Shire Council |

<https://www.dnrm.qld.gov.au/qld/environment/land/place-names/search#>

PROJECT SITE

A detailed map and photographs of the project site, highlighting the specific locations of project activities is required (this may be a mud map). The map should include the site/s clear outline of the project boundaries and provide information identifying where each specific activity will take place.

Please upload a map/ mud map which clearly indicates what activities will be conducted where. *

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Attach a file:

Please ensure this map shows where your activities will be conducted. This will help the Assessment Panel gain a stronger understanding of exactly what activities will be conducted at specific locations. More than one map can be uploaded if required.

PROJECT MILESTONES

List the main milestones in the project. **Milestones are the key steps or events for the project timeline.** For example, 'Complete three community tree planting events at [Location] with community volunteers'.

Projects must be completed within 18 months of the Grant Agreement being executed.

It is anticipated that funding will be released from **late-2026**. Be sure to consider factors that may affect project delivery (e.g. seasonal variations, availability of appropriately qualified contractors), as well as administrative timelines such as the department receiving all required documentation from your organisation and the signing of the Grant Agreement by both parties. Allow time to obtain any required permits and approvals.

Please be specific and concise when listing the project milestones to ensure that the Assessment Panel is able to gain a strong understanding of your project activities and when you expect to have certain activities completed.

Please note that should your application be successful, the project activities should not commence until both parties have executed the grant agreement (this includes spending any grant funding prior to the execution date).

Milestone Table

Complete this section to include significant dates or activities that will occur during your project based on your proposed timeline. Funding is expected to be available **late-2026**.

Please note:

- More rows can be added if needed, by selecting the '**Add More**' at the end of the last row in the table.
- The table can be maximised by clicking the '**Maximise**' button at the top right-hand side of the table.

Milestone No.	Milestone Description	Completion date	Approximate budget percentage for this milestone
Must be a number.		Must be a date.	Should equal 100% of total funding sought Must be a number.

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Total budget percentage calculation

This number/amount is calculated.

PROJECT EXPENDITURE

* indicates a required field

Please provide details of your proposed grant expenditure. Ensure the information you provide in this table is clear and accurate.

For example, do not roll all capital purchases up into one line item. Separate the purchases out so that the Assessment Panel has a clear understanding of exactly how you wish to allocate your grant funding.

If your application is successful you will be required to acquit your grant expenditure against this budget.

Please refer to the [guidelines](#) for information as to what project activities are eligible and ineligible for funding.

A project specific **audited financial statement** prepared and signed by an independent qualified auditor, CPA or chartered accountant will be required for acquittal of grant funds. Please ensure this expense is factored into your budget.

Any ineligible items listed as part of the project expenditure will not be funded.

GST INFORMATION

Note - funding of up to \$25,000 (excluding GST) is available.

Is your organisation registered for GST? *

- ☐ Yes
☐ No

Budget (for organisation registered for GST)

If your organisation is registered for GST, the amounts in the expenditure table below must be listed as **excluding** GST.

Applicants registered for GST will not be provided with funding to account for costs directly associated with GST and are required to provide the GST exclusive amount/s in their budget. Recipients registered for GST can claim the GST component for any expenditure that they incur back from the [Australian Taxation Office](#) (ATO).

Please provide a detailed breakdown of project expenditure in the table below.

Expenditure item	Amount (ex GST)
	Must be a whole dollar amount (no cents).

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TOTAL FUNDING SOUGHT

If your application is successful, this will be the total funding provided for the project (ineligible items will not be funded).

Total grant funding sought

This number/amount is calculated.

Amount is the sum of the expenditure items in the budget table above. Please note: funding of up to \$25,000 (ex GST) is available.

DETAILED BUDGET

Please attach a detailed budget:

- Salaries - please provide names, hourly rate and work to be undertaken.
- Contractors - as well as quotes, please provide detailed work to be undertaken and any periodical payment schedules.
- Any summarised budget items must be supported with a complete breakdown of costs.
- Up to 10% administration costs are allowable - provide a complete breakdown of admin costs.

Detailed budget upload *

Attach a file:

Budget (for organisations not register for GST)

If your organisation is not registered to report on GST, the amounts in the expenditure table below may **include** GST as a cost component of the grant.

Expenditure item	Amount (inc GST)
	Must be a whole dollar amount (no cents).

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TOTAL FUNDING SOUGHT

If your application is successful, this will be the total funding provided for the project (ineligible items will not be funded).

Total grant funding sought

This number/amount is calculated.

Amount is the sum of the expenditure items in the budget table above. Please note: funding of up to \$25,000 (ex GST) is available.

DETAILED BUDGET

Please attach a detailed budget:

- Salaries - please provide names, hourly rate and work to be undertaken.
- Contractors - as well as quotes, please provide detailed work to be undertaken and any periodical payment schedules.
- Any summarised budget items must be supported with a complete breakdown of costs.
- Up to 10% administration costs are allowable - provide a complete breakdown of admin costs.

Detailed budget upload *

Attach a file:

BUDGET FOR SALARIES AND CONTRACTORS

If your budget seeks funding for salaries and/or contractors, you must demonstrate why these are vital to the completion of the project. Please ensure you address each contractor and person receiving a salary separately so that the assessment panel understands the role each of these play in the success of your project.

QUOTES

Applicants must submit **two quotes** for contractor costs, hire of vehicles or boats and any other expenditure **items over \$5,000** (excluding GST) with their application. The quotes will assist the assessment panel to determine the project's value for money. If the applicant is unable to provide two quotes, **a justifiable explanation** must be provided as to why this requirement has not been met.

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Does your project have any contractor costs, hire of vehicles or boats and/or any expenditure items over \$5,000 ex GST? *

- ☐ Yes
☐ No

This includes costs relating to material purchases as well as for any contractors.

If you answered 'yes' in the previous question, please attach two quotes for contractor costs and/or expenditure items over \$5,000 (ex GST) (refer to the program guidelines).

Attach a file:

Please upload two quotes for each expenditure item over \$5,000 (excluding GST). Hint - multiple files can be uploaded

IMPORTANT: QUOTES ARE REQUIRED AS PART OF THE ASSESSMENT PROCESS AND MUST BE PROVIDED.

If you are unable to source two quotes from external suppliers, you can provide other documentation to assist with the application process.

All contractor costs will require a quote and/or the hourly rates charged by the contractor. Failure to provide this may impact the panel's ability to assess your application.

If you are unable to provide two quotes for contractor costs and/or expenditure items over \$5,000, please explain why.

An example of an acceptable explanation could be there is only one supplier of the item as the project is in an isolated area.

PROJECT CONTRIBUTIONS

Please include details of any -

- cash contributions from your organisation or any other organisation that are in addition to the total funding sought.
- in-kind contributions such as volunteer hours, machinery or equipment provided by your organisation or any other organisation.
- in-kind support for unskilled labour at \$27 per hour and market rate for skilled labour/ machinery hire etc.

Some examples are provided below, please only use those that are applicable and remove the ones not relevant.

Please note:

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- More rows can be added if needed, by selecting the '**Add More**' at the end of the last row in the table.
- The table can be maximised by clicking the '**Maximise**' button at the top right-hand side of the table.

Income	Organisation name	Hours (if applicable)	Rate per hour (if applicable)	Amount (ex GST)
		Must be a number.	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).
Cash contributions			\$	\$
Other funding sources			\$	\$
Volunteer hours			\$	\$
Machinery or equipment			\$	\$
Contractor A			\$	\$
Contractor B			\$	\$
			\$	\$

Total project contributions (ex GST)

\$

This number/amount is calculated.

Amount is the sum of the 'Amount' items in the Project Contributions table above.

Evidence of commitment of cash contributions (such as letters from contributors) should be provided.

Please attach a letter from any contributing third party organisations which clearly states details of their contributions including monetary figures, if applicable.

Attach a file:

PROJECT RISKS

Please identify at least **one Project delivery, Health & Safety, and Natural environment** risk that may be encountered during the project and a mitigation strategy for each risk identified.

PROJECT DELIVERY

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Examples could include: the inability to engage an appropriately licensed or qualified contractor, delays or backorders from a project equipment supplier, seasonal variations, or disruptions caused by natural disasters.

HEALTH AND SAFETY

Examples could include: sunburn, back injuries, trips and falls, chemicals coming into contact with skin.

NATURAL ENVIRONMENT

Examples could include: incorrect disposal of marine timber debris leading to biosecurity risk.

Please note:

- More rows can be added if needed, by selecting the '**Add More**' at the end of the last row in the table.
- The table can be maximised by clicking the '**Maximise**' button at the top right-hand side of the table.

Risk	Type of Risk	Likelihood	Mitigation strategy
	Health and Safety Risk Project Delivery Risk Natural Environment Risk		
	Health and Safety Risk Project Delivery Risk Natural Environment Risk		
	Health and Safety Risk Project Delivery Risk Natural Environment Risk		

REQUIRED DOCUMENTS

* indicates a required field

FINANCIAL DOCUMENTATION

Please read the following carefully and provide the correct financial documentation.

Organisations established for over 12 months (or your organisation's sponsor if applicable) must provide the following:

- the latest signed, audited financial statement

Organisations established for less than 12 months (or your organisation's sponsor if applicable) with no audited financial statement must provide all of the following:

- balance sheet, and
- income and expenditure statement.

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Please upload the financial documents to support your organisation's application *

Attach a file:

Multiple files can be attached.

If you have not been able to include all required financial documents, please provide reasons why below.

INSURANCE & BANKING DETAILS

Do you acknowledge that, if your application is successful, you will be required to provide evidence of Public Liability Insurance of at least \$20 million, Workers and Volunteers Insurance (if applicable), and current Bank account details? *

☐ Yes

SUPPORTING DOCUMENTATION

Would you like to attach any other documents to support your application? Please upload here

Attach a file:

DECLARATION

*** indicates a required field**

CONFLICT OF INTEREST

Does this project have any real or perceived conflict of interest that you are aware of? *

☐ Yes

☐ No

A conflict of interest exists in instances where a successful applicant has, or could be perceived to have, an interest (whether personal, financial or otherwise) which conflicts or which may reasonably be perceived as conflicting with the recipient's ability to meet the requirements and obligations of the project fairly, objectively and independently. A conflict of interest may relate to land ownership, salaries, contractor payments or source of project supplies. Please include details on how Conflicts declared by committee members are being addressed.

If 'yes' please provide details below. *

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DECLARATION

I declare that all information provided in this application is true and correct and no information is false or misleading.

I am authorised by my group/organisation to complete this form.

I agree that the Department of the Environment, Tourism, Science and Innovation does not accept any liability for the project.

I have the written agreement of all parties identified in the application to include their details within the proposal.

I understand that information provided in this project proposal may be disclosed to internal and external parties as required to undertake assessment of the application in accordance with the program guidelines.

I declare that I have, or will obtain, written approvals from landholders and understand that written approvals are a pre-requisite to receiving any funding for the project.

I declare that I have, or will request, all necessary Commonwealth, State and Local planning permits and any other permits and approvals required to undertake this project and understand that such permits and approvals are a pre-requisite to receiving any funding for the project.

I understand that ownership of materials purchased through this grant remains the property of the applicant organisation.

I acknowledge the risks of fraud and corruption in the management of grant-funded activities and confirm that I understand and ensure that the organisation applies appropriate fraud and corruption control measures.

If successful, I will:

- ensure that all necessary permits/approvals are obtained prior to the commencement of the project and will remain valid through the grant term
- ensure that the project will be covered by appropriate insurances and will remain valid through the grant term
- ensure that all relevant health and safety standards will be met
- ensure that all progress reports are submitted to the Department in the form and on the dates specified in the Grant Agreement
- ensure that acquittal requirements are met in accordance with the Grant Agreement signed by both parties
- ensure that funds are claimed within six months of notification
- ensure the grant funding will only be used towards eligible expenses that contribute to activities outlined in the executed Grant Agreement (and any subsequent Deed of Variation)
- accept the terms and conditions of the grant in accordance with the Department of the Environment, Tourism, Science and Innovation's requirements
- provide any documentation required by the Department of the Environment, Tourism, Science and Innovation on request
- ensure that an anti-cyberbullying policy and process for the detection, prevention, intervention, reporting and management response of cyberbullying acts or allegations is implemented and maintained for the duration of the grant. For further information please visit [Australian Government eSafety website](#).

I agree to the above *

☐ Yes

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Name of applicant accountable officer *

Title

First Name

Last Name

Position of applicant accountable officer *

Date *

Must be a date.

FEEDBACK

Please note that this page is not mandatory. However, any feedback provided that could assist with administering the grants program and improving user experience would be appreciated.

How did you find out about this grant program?

- ☐ DETSI Facebook page
- ☐ Email alert from DETSI
- ☐ DETSI website
- ☐ Previous grant applicant/recipient
- ☐ Media release
- ☐ Other:

How long did it take you/your organisation to complete this form?

- ☐ Less than 2 hours
- ☐ 2-5 hours
- ☐ 5-10 hours
- ☐ More than 10 hours

How straightforward was completing this application form?

- ☐ Very straightforward
- ☐ Somewhat straightforward
- ☐ Somewhat difficult
- ☐ Very difficult

Is there any other feedback you would like to share with the department, such as how we could improve the application process?