

LACGP 2020/21 - EOI Application Form - Stage 1

Form Preview

GENERAL INFORMATION

* indicates a required field

Important - please read the following information before commencing your application online

BEFORE YOU BEGIN

Welcome to the Department of Environment and Science's (DES) online grant application service for the Looking after Country Grant Program.

The grant program provides funding to Aboriginal and Torres Strait Islander groups to conserve and protect the environment and cultural heritage, through on-ground management and collaborative partnerships.

Please note that the funding is provided through a competitive application process. Each year, many more applications are received than the number of projects (about seven) for which there is available funds. You are encouraged to put in an application that is as clear and complete as possible, in order to have the best chance of being successful.

You are required to read the guidelines before proceeding with your application. Search for 'Looking after Country Grant program' on [DES's website](#) for a link to the guidelines.

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

This is the Expression of Interest (EOI) form. If your EOI is successful, you will be provided with advice on progressing an application form.

EOI applications need to be received by midnight on Monday 20 April 2020.

TECHNICAL ERRORS

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

PROGRAM QUESTIONS

For queries about the guidelines, deadlines, or questions in the form, please contact the program team on 07 3330 5553 or email landandsea@des.qld.gov.au.

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On the left hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My applications' link at the top of the screen, you will find a list of

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any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

You will find a 'Review' button at the bottom of the navigation panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

COMPLETING AN APPLICATION IN A GROUP/TEAM

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

Please ensure that the person who submits the application is the first point of contact for the application and will be available to respond readily to any questions. If this person leaves the organisation it is important that they provide someone else in the organisation with their log in and password details.

Please confirm you have read the above information before proceeding *

- Yes
 No

APPLICANT DETAILS

* indicates a required field

Please confirm that you have read the Looking after Country Grant Program Guidelines *

- Yes
 No

If NO, please stop your application and read the guidelines before proceeding. Search for 'Looking After Country Grant program' on the DES website (<http://www.des.qld.gov.au>) for a copy of the guidelines.

Please confirm the following to ensure you are eligible to apply for funding *

- The grant is not for an organisation that currently receives recurrent funding for the employment of Indigenous rangers (through a State or Federal Government ranger program)

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- The applicant does not have any overdue projects or reports relating to other grants or contracts with DES
- The grant is for a project located in Queensland

APPLICANT ORGANISATION DETAILS

Name of organisation *

Street address *

Address

Suburb State Postcode

Postal address *

Address

Suburb State Postcode

What category does your organisation fit within? *

- Deed of Grant in Trust (DOGIT) community council, Aboriginal Shire Council, or a group representing these bodies
- Traditional Owner group or incorporated organisation that are incorporated under the Associations Incorporations Act 1981
- Indigenous business incorporated under the Corporations Act 2001
- Incorporated Indigenous Organisation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006
- Organisation applying on behalf of an Indigenous group (host organisation)

Other:

APPLICANT ORGANISATION PREFERRED CONTACT PERSON

This person should be the first contact point for the application. The grant application needs to be sent from this person's email address. This person needs to be aware of the application and able to respond readily to any questions regarding this application.

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Name **Title** **First Name** **Last Name**

Position in organisation

Email address
Must be an email address

Preferred telephone number

Other contact number

APPLICANT ORGANISATION CURRENT BUSINESS ACTIVITIES

Please provide a brief summary of the activities currently undertaken by your organisation and the location of these activities.

(No more than 100 words)

Current activities *

Word count:
Must be no more than 100 words

PREVIOUS GRANTS

Has your organisation delivered other projects funded through grants programs? *

Yes No
If No, please go to the Project Details section

Please provide brief details regarding the most recent grant your organisation has delivered. If your organisation has delivered a grant through DES or EHP, please provide these details also.

Word count:
Must be no more than 100 words.

Does your organisation have any outstanding or overdue reports or aquittals for these grants?

Yes No

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If YES, please provide further details

Word count:

Must be no more than 200 words.

PROJECT DETAILS

* indicates a required field

ABOUT THE PROJECT

Project name *

Total project budget sought (excluding GST) *

\$

Must be a dollar amount up to \$75,000

What is the expected start date of this project? *

Must be a date and no earlier than 27/7/2020.

What is the expected end date of this project? *

Must be a date and no later than 30/4/2022.

What is the exact location of the project in Queensland? *

Please provide GPS coordinates

Please provide a brief summary of the main aim and the expected outcomes of the project *

Word count:

Must be no more than 400 words

KEY STEPS (MILESTONES)

What are the key steps (milestones) that will achieve the aim of this project

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Have you got support from the recognised Traditional Owners of the country where the project will take place? *

- Yes
 No

Note: If your EOI is successful and you are invited to apply for stage 2, you will be required to supply a letter of support from the recognised Traditional Owners

Who is the authorised landholder? *

Word count:

Must be no more than 150 words.

Do you have permission for the project from the authorised landholder? *

- Yes
 No

Note: If your EOI is successful and you are invited to apply for stage 2, you will be required to supply a letter of permission from the authorised landholder.

PROJECT BUDGET

Please use the example text below where applicable and remove any unused examples. Additional rows for other expenditure can be added.

Item	Amount (\$)
Project Administration (incl phone, postage, stationary, printing, audit costs etc)	
Wages and on-costs (incl number of hours and rate per hour) <detail>	
Incidental expenses < detail>	
Materials & Equipment <detail>	
Contractors <detail>	
Other <detail>	
Administration fees are not to exceed 10% of total project costs (as per grant guidelines)	Response is optional but if entered must be a dollar amount

Total Project Cost

Total Amount Requested

\$

This number/amount is calculated.

Partner Support

Who are the key partners supporting this project?

Note: If your EOI is successful and you get invited to stage 2, you will be required to supply a letter of support from key partners

Please provide the names of any partner organisations eg Local Government, NRM Group etc Identify the type of support to be provided eg monetary, equipment, inkind etc

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DECLARATION

* indicates a required field

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 DES does not accept any liability for the project.

I have the 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 request all necessary federal, state and local planning 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 remain the property of the applicant organisation, and the organisation can continue to use these materials for similar purposes.

If successful, I will:

- ensure that all necessary permits/approvals are obtained prior to the beginning of the project
- ensure that the project will be covered by appropriate insurance
- ensure that all relevant health and safety standards will be met
- ensure that acquittal requirements are met in accordance with the Grant Deed signed by both parties
- accept the terms of the grant in accordance with DES requirement
- provide any documentation required by DES on request.

I agree to the above *

Yes

Name of applicant accountable officer *

Title

First Name

Last Name

Position of applicant accountable officer *

Date *

