

LACGP 2021 - 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 First Nations groups to undertake projects that conserve environmental and cultural values on Country.

Please note that the funding is provided through a competitive application process. Each year, applications are received for many more projects than there are available funds for (with about seven projects funded each year). 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.

A limited number of stage 1 applications will be short-listed by an assessment panel. If your stage 1 application is shortlisted, you will be invited to complete a more detailed Stage 2 application which will again be assessed by a panel, using the assessment criteria listed in the guidelines.

You are required to read the [guidelines](#) before proceeding with your application.

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

This is the stage one form. If you're short listed for stage two, you will be provided with advice on progressing an application form.

Stage one applications need to be received by midnight on Thursday 9 August 2021.

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.

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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 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 <add hyperlink> before proceeding.

Please confirm the following to ensure you

- The grant is not for an organisation that receives funding for the employment of Indigenous rangers under the Queensland Indigenous Land and Sea Ranger Program,

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are eligible to apply for funding *

or the Indigenous Ranger Program funded through the National Indigenous Australians Agency (unless you can demonstrate that the application is made on behalf of Traditional Owner groups that are not engaged in the organisation's existing ranger program).

The applicant does not have any overdue project reports relating to other grants or contracts with DES

The grant is for a project located in Queensland

Overdue reports are limited to those that are past the due by date listed in the relevant grant agreement AND DES has not agreed to the late submission

APPLICANT ORGANISATION DETAILS

Name of organisation *

Street address *

Address

Suburb State Postcode

Postal address

Address

Suburb State Postcode

Please complete if postal address is different from street address

What category does your organisation fit within? *

Deed of Grant in Trust (DOGIT) community council, Aboriginal Shire Council, or a group representing these bodies

Not-for-profit Indigenous organisation incorporated under the Corporations Act 2001

Not-for-profit Indigenous organisation incorporated under the Associations Incorporations Act 1981

Not-for-profit organisation incorporated under the Corporations (Aboriginal and Torres Strait

Incorporated not-for-profit organisation applying at the request of Traditional Owner group/s

Other:

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Islander) Act
2006

If you are incorporated under the Corporations Act 2001 or the Corporations (Aboriginal and Torres Strait Islander) Act 2006, please provide the Corporation Number (ICN)

Must be a number.

APPLICANT ORGANISATION PREFERRED CONTACT PERSON

This person should be the first and consistent point of contact 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.

Name

Title

First Name

Last Name

Position in organisation

Email address

Must be an email address

Preferred telephone number

Other contact number

PREVIOUS GRANTS

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

Yes

No

If no, please proceed to 'Application Organisation Current Business Activities'.

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

Word count:

Must be no more than 100 words.

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provide these details also.

APPLICANT ORGANISATION CURRENT BUSINESS ACTIVITIES

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

Current activities *

Word count:

Must be no more than 100 words.

PROJECT DETAILS

* indicates a required field

ABOUT THE PROJECT

Project name *

Please provide proposed name for the project for which you are seeking a Looking After Country grant

Total grant amount sought (excluding GST) *

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

What is the approximate start date of this project? *

Must be a date and no earlier than 9/12/2021.

What is the approximate end date of this project? *

Must be a date and no later than 30/4/2023.

Please describe the area of land and/or sea country that the project will occur on. *

Please provide GPS coordinates or attach a map.

Attach a map (if available)

Attach a file:

Maximum of 300 words. Please provide a brief summary of the main aim and the expected outcomes of the project *

Word count:

Maximum of 300 words. Please explain the main aim of the project and the outcomes you expect the project to achieve. In

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particular you might focus on explaining the project outcomes in areas that are assessment criteria for this funding. These include on-ground environmental and cultural heritage outcomes, and capacity building for your community in delivering future on-country conservation projects. It can help to explain how the project will deliver on key priorities for the Traditional Owners and how community members will benefit.

KEY STEPS (MILESTONES)

Show how you will make sure the project is delivered well and on time by providing clear and ordered steps.

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

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

- Yes
- No

Note: If your stage one application is short-listed and you are invited to apply for stage two, you will be required to supply evidence of the support of recognised Traditional Owners

Who are the landholders for the project area? *

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Word count:

Must be no more than 150 words.

Do you have the agreement of the landholders for the project? *

- Yes
- No
- Not relevant (e.g. sea country, or country planning project)

Note: If your stage 1 application is short-listed to apply for stage 2, you will be required to supply a letter of support from the authorised land holder

PROJECT BUDGET

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

In preparing the project budget make sure that it clear how it is relevant to your project. Make sure that there is enough detail. For example, if it includes wages indicate for what roles (e.g. project manager or trainees) or if materials or equipment include a basic explanation. Make sure that your budget does not include ineligible costs (listed in Guideline) and that administration costs are no higher than 10% of the total budget.

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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>	
Materials & Equipment <detail>	
Contractors <detail>	
Incidentals <detail>	
Other <detail>	
	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?

Provide detail about the type of support that each partner can provide. This may include in-kind support (such as technical advice, use of office facilities or equipment, assistance with access to country) or financial support.

Note: If your stage 1 application is short-listed and you are 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 **Identify the type of support to be provided eg monetary, equipment, inkind etc**

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 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.

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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.

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 requirements
- provide any documentation reasonably 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 *