

Community Environment Grants Application Form – 2021-2023

Please note this template has been created to assist you to develop your application.

You cannot submit your application using this form.

You must submit your application including all supporting documents using the online form available on the CCMA website.

The online application form cannot be saved so please ensure you have all your information and supporting documentation prior to commencing your application. Support documents can be uploaded as word, pdf or jpeg files.

To complete this application form, you will need:

- A budget and detailed costing for your project
- A map of your proposed project area that clearly shows the location of your project site and nearby markers (e.g. main roads, townships, rivers etc.) – upload with application
- Your organisation's ABN / incorporation number (or if using an auspice, their details)
- Evidence of support from landholders and/or public land managers (where applicable)
- A well thought out project plan, and responses to the Assessment criteria
- A copy of the Community Grants Program Guidelines, which can be accessed at the CCMA website ccma.vic.gov.au

You may upload additional evidence or planning documents to this application. Please make reference to any uploaded evidence in the relevant sections.

Checklist of supporting materials required for your application.

- Budget, in-kind, volunteer and other contributions- please upload using the budget template on the Community Environment Grants Page under how to apply
- Evidence of Landowner / Land Manager written consent (as applicable)
- Map of project sites with key markers identified (river, main roads, townships etc)

Word limits

Some text boxes have word limits. Please do not go over the word limit.

Privacy

Corangamite Catchment Management Authority (CMA) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. The information collected in this form will be used to assess your application and, if you are successful, it will also be used to administer your grant and promote the Community Environmental Grants Program.

The information you provide will be made available to the Corangamite CMA and Australian Government Department of Agriculture Water and Environment.

Section 1: applicant details

1. Organisation name:
 - What type of organisation are you?
 - Indigenous association or group
 - Local community environment group (e.g. Friends of, Landcare, naturalist group etc)
 - Network of community groups (e.g. Conservation Management Network, Landcare Network)
 - Public land Committee of Management
 - Local council
 - Other (please specify):
2. Organisation Address:
3. ABN and Incorporation number
4. Which of the following registrations does your organisation have?
 - a. ABN
 - b. Landcare Victoria Inc. incorporation
 - c. Incorporation number (Non- Landcare Victoria Inc. Incorporated)
 - d. None of the above - we will need an auspice

5. Admin contact details

All correspondence will be sent to this person, including letters, emails and funding contracts.

- a) Admin Contact:
 - b) Position in Organisation:
 - c) Phone number:
 - d) Email:
6. Second contact details
 - e) Secondary Contact:
 - f) Position in Organisation:
 - g) Phone number:
 - h) Email:

This person will be contacted if the Admin contact is unavailable.

Insurance

Note, you will need to provide a copy of your Public Liability Insurance prior to signing any funding agreements.

7. Does your organisation have \$10 million Public Liability Insurance?
 - Yes, as we are insured through Landcare Victoria Inc. (LVI)
 - Yes, we have at least \$10 million Public Liability Insurance
 - No, we don't have \$10 million insurance, we will need an auspice (refer to Funding Guidelines on 'Do we need an auspice')

Payment details

8. Please provide your banking details. If you are successful, this will assist the payment process.
 - a) Bank:
 - b) Account Name:
 - c) BSB Number:
 - d) Account Number:
 - e) Email for invoice and payment notifications

If you need to provide any additional information about your payment details, please provide them here:

Section 2: project outline

9. Project title (no more than 15 words)

Provide a short title for your project. The title may be made publicly available. It doesn't form part of the assessment of your project.

10. Project summary (no more than 250 words)

Please describe your project:

- a) What is the issue you want to address?*
- b) What would you like to do?*
- c) What do you hope to achieve?*

This description may be made publicly available and should make sense to someone who doesn't know much about your project. It doesn't form part of the assessment of your project. If you're having trouble with this question, come back to it after you've answered everything else.

Section 3: assessment questions

Environmental Outcomes

11. How does your project contribute to the protection and restoration of environmental values through on-ground works? (no more than 500 words)

Strong responses will include:

- A connection to any relevant regional, state or national environmental plans
- A clear explanation of the intended outcomes of the project, including any assumptions being made
- How the project will provide ongoing environmental benefits within the project area

Community participation and benefit

12. How is community participation built into your project? What benefits will this project provide to the community? (no more than 500 words)

Strong responses will include:

- The specific parts of the community that will be involved
- Level of involvement
- Level of support from landowners and/or land managers
- The benefits that the community will gain from the project (e.g. skills, knowledge, capacity).

Project design and group/network capacity

13. How will you undertake your project, including the key stages, activities and timeframes? What skills and resources from within your group or other organisations are you going to use to deliver this project? (no more than 500 words)

Strong responses will include:

- Descriptions that show the projects are well-planned and achievable within the project timeframe.
- Evidence of capacity of the applicant to deliver the project including accurate and timely reporting, mapping of outputs and communication.
- An explanation of why you have chosen your proposed project actions, e.g.
 - o What time of year are you planning your revegetation? Why?
 - o Why are the proposed revegetation species suitable for your project?
 - o Does your group have experience delivering these types of work, or do you require other expertise?

Priority will be given to eligible projects that are well-planned and achievable. If undertaking revegetation projects, you are encouraged to upload a species list or revegetation plan with your application.

Budget, in-kind, volunteer and other contributions

14. *Please upload your budget, using the budget template document available for download on the CCMA website*

Section 4 – Landowner / Land Manager support: Public and Private

All projects will need to demonstrate support from the landowner (in the case of private land) or the land manager (in the case of public land). For the application stage:

Public land - you will need to provide written evidence of Public Land Manager consent/support in your application.

Private land - you need to list landowner details (name and address) in your application for all private properties where on-ground works will be taking place. If your application is successful, you will be required to provide evidence of private landowner's consent for on-ground works to take place.

If your project is funded, you will need to have formal approval before starting works. Formal approval takes time and may cost money - ensure you have taken this into account when designing and budgeting for your project. Landowners/land managers may be contacted as references for your proposal.

Common public land managers include:

- Parks Victoria,
- Local councils
- DELWP

If your proposed project covers land that is owned or managed by more than one organisation or person, you will need to seek support from each landowner/land manager.

15. Does your project occur on:

- a. Public Land
- b. Private Land
- c. Both

16. Please list all landowners (in the case of private land) or land managers (in the case of public land) for land on which your project occurs:

- a. Landowner/Land manager's name (organisational/company) name (please list all, if more than one)
- b. Landowner/land manager's contact name:
- c. Email:
- d. Phone number:

Please attach evidence of Land manager written consent (upload)

17. Please upload a map/s with this application form that clearly shows the location of your project sites, with key markers identified (e.g. river, main roads, townships etc.)

Section 5 - Feedback and Declaration

Feedback

18. Do you have any feedback about the application process? (Optional) If yes, please enter it here:

Declaration

I declare that:

- all the information in this application and attachments is to the best of my knowledge true and correct
- I will notify the Catchment Management Authority of any changes to this information and any circumstances that may affect this application
- I acknowledge that Catchment Management Authority may refer this application to external experts or other Government Departments for assessment, reporting, advice, comment or for discussion regarding alternative or collaborative grant funding opportunities
- I understand that Catchment Management Authority is subject to the *Freedom of Information Act 1982* and that, if a Freedom of Information request is made, the CMA will consult with the applicant before any decision is made to release the application or supporting documentation
- I acknowledge that if this project is successfully funded, I will consent to my group's/organisation's details being used for media opportunities
- I understand that this is an application only and may not necessarily result in funding approval
- I will notify the CMA within 14 days if my group's/organisation's ABN status, GST status, insurance details or payment details change
- I acknowledge that my group/organisation will maintain \$10 million Public Liability Insurance for the duration of the project
- I am an authorised representative of the group or organisation

If no ABN was provided, I further declare that:

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, I am not providing an ABN for this grant for the reason indicated in Section 1.

Name:

Position in organisation:

Date:

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