

National Landcare Programme Community Grants 2017/18 Application Form

Please complete this Application Form in accordance with the National Landcare Programme (NLP) Community Grants 2017/18 Guidelines. All sections of this Application Form must be completed for your project to be eligible, and your completed application should not exceed seven (7) pages.

Need Assistance?

Additional information, including the grant guidelines, a sample contract, and monitoring and reporting requirements, are available at www.nenwlandcare.org.au/funding-opportunities.

You are also encouraged to contact your local Landcare Network for assistance to complete your application:

- GLENRAC (Glen Innes) - 02 6732 3443
- Granite Borders Landcare Committee (Tenterfield) - 02 6736 3500
- Gwymac Inc. (Inverell) - 02 6721 1241
- Southern New England Landcare (Armidale, Guyra, Uralla, Walcha) - 02 6772 9123

Applicant Details

These details will be used for any correspondence regarding your application. Note you must be incorporated or be sponsored by an incorporated organisation to apply (such as your local Landcare Network).

Organisation/Group Name:			
Sponsoring Group (if applicable):			
ABN (if applicable):		GST Registered?	
Contact Person:			
Phone:		Email:	
Physical Address:			
Town:		Postcode:	
Postal Address:			
Town:		Postcode:	

Eligibility

Tick which of the following best describes you as the applicant:

- | | |
|---|--|
| <input type="checkbox"/> Community Group (e.g. Landcare, Friends of...) | <input type="checkbox"/> Individual Landholder |
| <input type="checkbox"/> Farmer or Producer Group | <input type="checkbox"/> Group of Individual Landholders |
| <input type="checkbox"/> Aboriginal Community Organisation | <input type="checkbox"/> Other _____ |

Please tick the eligibility criteria applicable to your application:

- Will improve the level of knowledge and understanding of ecosystem services provided by natural resources
- Will enhance people's ability to embrace new ideas, support initiatives, innovate and ability to transform
- Will improve leadership skills of individuals and ability for people to take on leadership roles

Project Title

This will be used by New England North West Landcare and your local Landcare Network to describe the project. It may be listed publicly to promote the project if successful.

Project Description

Please provide a brief summary of the stages of the project, what the project will deliver, what the applicant will undertake as their key responsibilities, and what will be the activities of the project.

Project Objectives

Please describe what the project is expected to achieve. Specify what changes are expected to occur if your project activities are successful. Your response should relate to the **Resilient Adaptive Communities goal** from the Northern Tablelands Local Land Services Regional Investment Plan. For example, changes can include new and improved knowledge of ecosystem services provided by natural resources, greater public awareness and increased capacity.

Background & Justification

The background should include:

- the problem or issue which your project seeks to resolve;
 - how you identified the need for the project/activity;
 - whether there are past programs and activities that influenced or will complement your project;
 - why your project is important; and
 - who the beneficiaries are, and what would be the subsequent benefits for the whole community.
- Please attach any supporting documents (e.g. group action plans developed through a series of facilitated sessions).

Anticipated Benefit & Project Results

Please describe what the project is expected to accomplish, including the **level of private versus public benefit**. The project results must be measurable outputs that the project is expected to produce through your planned activities and budget, e.g. number of landholders engaged, number of extension activities, number of persons trained to govern/manage/lead groups.

Implementing & Managing the Project

Describe who will be responsible for planning and management of project operations, as well as the roles of other bodies and organisations associated with the project. Describe the relevant experience and capabilities of any project staff. You should also describe the role of the wider community in planning and involvement in the project activities.

Target Audience

Who is the target audience? How many people will be involved? Are the people targeted already involved in the Landcare or natural resource management community, or not?

Monitoring & Evaluation

Outline your suggested procedures for monitoring the project operations to ensure that activities occur as planned, and how you will monitor changes in community capacity and knowledge. **NOTE: A Final Report will be required to be completed by successful applicants as a condition of receiving funding. Successful applicants that do not satisfactorily complete the required documentation may not be eligible for future funding.**

Project Budget & Timeline

Please list the key stages of project implementation with target completion dates. Start dates should not be prior to 1 December 2017 and activities should be finished by 31 May 2018 (with the exception of the Final Report, which is due 22nd June 2018).

Funding requested (NLP column) should total between \$2,000 and \$8,000, excluding GST. Make sure to provide details of each activity and cost out what it would take to deliver this project. Are other parties collaborating or making a contribution? Co-contributions are expected to total at least 50% of the total cost of the project, and all figures used in the budget should be GST exclusive. Hourly rates for in-kind labour should be between \$25-\$60 per hour, depending on the role. Remember to include some administrative costs, but note that funding for administration CANNOT exceed 15% of the total grant amount. You should provide enough detail to allow the Assessment Panel to determine whether your project provides **value for money**, so make sure to indicate how you calculated the amounts. Copies of quotes to support your budget should be attached with your application.

Delete the example provided in green below and replace with your own budget. Add more lines if you require them. Remember – do not include GST and use whole dollar amounts.

Activities			Resources	Funding	
Describe the activity	Start MM/YY	Finish MM/YY	How did you calculate the amount you are inserting in the funding source columns?	Co-contributions (cash/in-kind)\$	NLP \$ Requested
<i>e.g. Advertising</i>	<i>e.g. Jan 18</i>	<i>e.g. Jan 18</i>	<i>e.g. 2 newspaper advertisements @ \$500 each</i>		<i>1000</i>
			<i>e.g. A4 fliers x 200 @ 40c each</i>		<i>80</i>
			<i>e.g. Postage x 200 @ 50c each</i>		<i>100</i>
<i>e.g. Training Event</i>	<i>e.g. Feb 18</i>	<i>e.g. Feb 18</i>	<i>e.g. data projector & equipment hire @ \$100 per day</i>		<i>100</i>
			<i>e.g. venue hire @ \$120 per day</i>		<i>120</i>
			<i>e.g. morning tea & lunch: 40 ppl x \$25</i>		<i>1000</i>
			<i>e.g. participant in-kind contribution: 40 ppl x 6 hrs x \$25/hr</i>	<i>6000</i>	
			<i>e.g. guest speaker: 1 day @ \$1500</i>		<i>1500</i>
			<i>e.g. guest speaker: travel & accommodation (flights \$800, accommodation \$120)</i>		<i>920</i>
<i>Project Administration*</i>	<i>e.g. Jan 18</i>	<i>e.g. Mar 18</i>	<i>e.g. project preparation, monitoring, evaluation and reporting: 21 hrs @ \$60/hr</i>	<i>420</i>	<i>840</i>
Totals:				\$6,420	\$5,660
Total value of project (add the column totals together):				\$12,080	
Percentage of total budget:				53%	47%

* funding for administration cannot exceed 15% of the total requested grant amount (NLP column)

Privacy Statement

The personal information you provide on this form is subject to the *Privacy & Personal Information Protection Act 1998*. It is being collected by New England North West Landcare Network Chairs Inc. (NENW Landcare) and Northern Tablelands Local Land Services and will be used for purposes related to assessing your eligibility to participate in the National Landcare Programme competitive grants, for project delivery purposes and to satisfy project reporting requirements. This may include providing information to other government agencies upon request. NENW Landcare will not otherwise disclose your personal information unless authorised by law. You have the right to request access to, and to correct the details of, your personal information held by NENW Landcare.

The provision of this information is voluntary; however, should you choose not to provide such details, then your application will not be further considered.

Declaration

- I declare that all information provided in this proposal is true and correct and no information is false or misleading.
- I have the agreement of all parties identified in the proposal to include their details within this proposal, and have been authorised by my organisation/group (if relevant) to submit this application.
- I declare that I have approval from all relevant parties, and have or will request all necessary Commonwealth, State and local planning permits and approvals required to undertake this project.
- I declare that I have not previously received/am not seeking funds or awaiting receipt of funds that will duplicate the activities described in this funding application, nor have I already initiated the activities described in this application (i.e. I am not applying for funding retrospectively).
- Where existing contracts exist, I declare that I have completed all required contractual commitments with Northern Tablelands Local Land Services and/or NENW Landcare (or I do not have any existing contractual commitments with Northern Tablelands Local Land Services or NENW Landcare).

Name of Organisation:			
Signature of Proponent:		Date:	

Submitting Your Application

Before you submit, check the following:

- All sections of the form are complete.
- You can deliver the project within the expected timeframes (1 December 2017 – 31 May 2018, and your Final Report by 22 June 2018).
- The expected benefits of the project are fully articulated and, where possible, quantified.
- Background information or evidence is provided.
- The declaration is complete.
- All supporting documentation is attached.

Please ensure your completed application is received by NENW Landcare by 5 pm on **Monday 16th October 2017**.

BY EMAIL: Note that emailed applications require an e-signature. Please send your application to tablelands@nenwlandcare.org.au with *2017 NLP Community Grants Application* in the Subject Line

OR BY POST: Post applications to: *Regional Landcare Facilitator, 2017 NLP Community Grants Project Manager, NENW Landcare C/- Northern Tablelands LLS, 126-130 Taylor Street, Armidale, NSW 2350*

OR IN PERSON: Your application can also be delivered directly to the Regional Landcare Facilitator at 126-130 Taylor Street, Armidale, NSW