Environment Project Grants Application Form
Form Preview

Welcome

* indicates a required field

Thank you for applying for funding under this program.

What do I need to do before applying

- Read and understand the Environment Project Guidelines and Eligibility Criteria

You will need to have the following information available to complete this form:

- Your incorporation and ABN number
- Agreement with auspicing organisation (if applicable)
- A copy of your most recent financial statement
- An electronic copy of your Certificate of Currency and Public Liability
- Meeting Minutes or a Strategic/Business Plan to show your committee or organisation's commitment to the scope of the application.
- Any other supporting documents (letters, photos, articles, etc.)
- Project plan
- Risk management plan
- Written approval from the landowner or your event permit(if applicable)
- One quote for expenditure over $1,000 and three quotes for expenditure over $7,500.

For more information

For further information, please contact Noosa Council Environment Grant Officer on 07 5329 6543 or environment@noosa.qld.gov.au

- Frequently Asked Questions
- Help Guide for Applicants

Incomplete, ineligible, and late applications will not be considered.

Save your work every few minutes. Use the 'Save Progress' button located at the top and bottom of every page.

Applicant Eligibility

1. Have you read and understood the Environment Project Grant Guidelines and Eligibility Criteria? *
☐ Yes
☐ No - Please read the Environment Project Grant Guidelines and Eligibility Criteria.

2. What type of legal non-for-profit is your organisation? *
○ An incorporated association

○   A company limited by guarantee
○   A non-trading/non-distributing co-operative
○   An Indigenous corporation
○   None of the above (see Auspice section)

3. Organisation name *

NOT FOR PROFIT

Find out more about legal not for profit organisations [Australian Taxation Office (ATO)](#) and [Australian Charities and Not-For-Profits Commission (ACNC)](#).

To be eligible for this grant, your not for profit organisation must be either a legal (incorporated) entity or be recognised by the Australian Taxation Office (ATO) as a [legal not for profit type](#). If your community organisation does not meet any of the organisation types above your application will need to be auspiced (and administered) by an organisation that does meet those requirements. An [auspice agreement](#) between you, will also have to be provided with this application.

Co-operatives must submit evidence of their legal not for profit status. This may include an extract of the legal not for profit clause or dissolution clause in their constitution or governing documents. Unincorporated organisations or groups are not eligible.

4. Noosa Council requires appropriate insurances to support funding for projects. What insurances does your organisation have in place to allow the delivery of the project? *
☐   Public Liability Insurance ☐   Volunteer Insurance ☐   Building Insurance ☐   Contents Insurance
Other

At least 1 choice must be selected.

5. Please upload a copy of your organisation's relevant insurance certificates here. *
Attach a file:

A minimum of 1 file must be attached.

6.Does your organisation have any overdue acquittals with Noosa Council? *
○   Yes - you can continue with your application, but please ensure you complete the overdue acquittal as soon as possible. Funding will not be awarded to any groups with an overdue acquittal
○   No
Please email environment@noosa.qld.gov.au and ask us to check for you.

7. Does your organisation have a debt with Noosa Council or has the organisation entered schedule payment arrangements with Noosa Council *
○   Yes - unfortunately, you are not eligible to apply for this grant.
○   No

Project Information

* indicates a required field

8. Project title *

Must be no more than 10 words.

9. Project start date *

See Grant Guidelines for 'Key dates' for this grant round.

10. Project end date *

See Grant Guidelines for 'Key dates' for this grant round.

11. Provide a brief overview of the project, i.e., what are you planning to do? *

Word count:
Must be no more than 250 words.
Explain the who, what, where and how for this project. Be clear and concise, avoid jargon.

12. Why do you think this project is needed? *

Word count:
Must be no more than 250 words.
The project will fulfill a clear need and deliver multiple benefits to the community. Documented with multiple qualitative and quantitative third-party data sources.

Project alignment with Noosa Environment Strategy

Priority will be given to projects that protect and enhance the natural assets and biodiversity of the Noosa Shire region.

13. Which of the following themes from the Environment Strategy will your project / event contribute to? *
☐   Biodiversity   ☐   Waterways, Wetlands and Coast

14. Which of the following outcomes from the Environment Strategy will your project contribute to (select the key outcomes)? *
☐   Biodiversity 1 - Ecological linkages and connecting habitat areas are improved and rehabilitated to increase landscape connectivity and species resilience.
☐   Biodiversity 2 - Community conservation partnerships on public and private land are developed to deliver successful biodiversity conservation outcomes.

☐   Biodiversity 3 - Terrestrial and aquatic ecosystems, as well as fauna and flora species, are protected from significant human impacts.

☐   Biodiversity 4- Invasive pest species are managed strategically to reduce impacts on native species and habitats, fisheries, recreation and tourism values.

☐   Waterways, wetlands, and coasts 1 - Water quality, riparian areas and catchment health are protected and improved by partnering with landholders and stakeholders to actively manage and rehabilitate priority stream reaches.

☐   Waterways, wetlands, and coasts 2 - Aquatic biodiversity is improved through the preservation and enhancement of diverse instream, riparian and wetland habitats.

☐   Waterways, wetlands, and coasts 3 - Point source and diffuse pollution is identified and effectively managed to reduce impacts on waterways, wetlands, and coasts.

☐   Waterways, wetlands, and coasts 4 - Waterways, wetlands, and coastal environments are protected, managed, and maintained in their natural state and are enhanced to support healthy and diverse ecosystems.

☐   Waterways, wetlands, and coasts 5 - The quality and quantity of groundwater, surface water and wastewater discharge are optimised to minimise impacts to receiving waters, aquatic ecosystems and human health.

At least 1 choice must be selected.

15. Explain how your project will contribute to the achievement of the Environment Strategy outcomes you identified above. *

Word count:
Must be no more than 250 words.
Provides clear, detailed description of how your project aligns with the Biodiversity or Waterways, wetlands, and coast's themes and how it contributes to the strategies, targets, and outcomes of the Noosa Environment Strategy 2019.

16. Who will the project benefit? How long will the benefits last in the community? *

Word count:
Must be no more than 250 words.
Project will reach out to the wider Noosa community and is likely to have a long-term impact.

17. What is the methodology / framework used to achieve the project aims and objectives? *

Word count:
Must be no more than 250 words.
Project with clear methodology / framework and evidence of how it aligns with best practice environmental management.

18. Demonstrate how the project outcomes will be measured, including performance targets. *

Word count:
Must be no more than 250 words.
Evaluation strategy with multiple measurable outcomes defined. Data collection methods have also been outlined.

19. Please upload your project plan *
Attach a file:

The project plan should include: 1) Projects objectives and key outcomes 2) Project location / area (include a map with GPS coordinates) 3) Your chosen project methodology/framework 4) Details of how the project outcomes will be measured, including milestones and performance targets 5) Key project risks and management measures 6) An overview of project communication and collaboration 7) Project delivery schedule, including key tasks, deliverables, and persons responsible 8) Resources required for the project, including staff and volunteers involved 9) Budget outlining all project costs including co-contributions.

Who is involved?

Details about partners / collaborators. Provide details of the collaboration with, or contribution from, other organisations for this project. List each partner and stakeholder involved and describe their contribution. Provide relevant Letters of support or meeting minutes verifying the partnership or collaboration.

Letters of support are a valuable source to show that there is support for your project. The most valuable evidence of support will come either from community members/organisations who will benefit from your project, or from your project partners. If you have mentioned a partnership with an organisation in your application, it is recommended you demonstrate this with a letter of support. Please provide letters of support only from these relevant organisations. Letters of support are NOT required from the Mayor or Councillors.

20. Are there any other partners/ collaborators helping to deliver this project?
◯ No   ◯ Yes

21. List the name of partner or collaborator. *

How many partners or collaborators will these project include? Are there any existing relationships with this partners or collaborators.

22. Describe the contribution of the partner/collaborator to the project.

Provide details of volunteer hours, financial contributions and in kind support.

23. Upload verifying documents to confirm partnership/ collaborators.
Attach a file:

24. How many volunteers will be directly involved in your project?

Must be a number

25. How many volunteer hours will be involved in the project?

Must be a number

Acknowledgement

26. Upload the Meeting Minutes or your organisation's Strategic or Business Plan that show that this project and grant application is supported by your organisation's committee. *
Attach a file:

Recommended no more than 5MB per attachment. You can upload multiple files

Project type

* indicates a required field

Projects involving works on land or infrastructure

27. Does your project involve works on land or infrastructure? *
○ Yes
○ No

Additional information about works on land or infrastructure

Land or infrastructure location
Address

Address and/or Lot and Plan - If multiple addresses please put one address here (Q.45) and upload a list of all the addresses in Q.47. (You can upload multiple files in Q.47.)

Who owns the land where the project is to take place?

☐ Federal Government   ☐ Noosa Council - Bushland Conservation Reserve

☐ State Government   ☐ Noosa Council - Park

☐ Noosa Council - Conservation Area   ☐ Private Property

If your organisation is not the owner of the land/infrastructure where your project is to take place, you must provide a letter/email from the owner showing land access is approved and their support for the project.

Landowner consent

Applicants must provide evidence that written approval has been obtained from the landowner for the project.

- Council land: Where Council is the owner or trustee of the land, on which the building works are intended, the completed Community Organisation Check List for New Works

Form must be submitted with this grant application. For more information please contact: commdev@noosa.qld.gov.au.
- State land: If the project is proposed on State land, please contact: SLAMlodgement@resources.qld.gov.au.
- Private land: If the project is proposed on freehold/privately owned land, evidence of tenure (i.e., titles search) must be provided with a letter of consent.

Attach your letter here showing you have sought permission for the project, and if applicable evidence of your current tenure.
Attach a file:

Projects involving events

28. Does your project host an event?
☐ Yes ☐ No

Additional information about event

Where events are proposed, the applicant must obtain an event permit from Council if their application is successful and costs to do this need to be captured within the project budget. Further information on the costs and application process is available here.

Estimate how many people will attend the event.

Who owns the land where the event is taking place?
○ Noosa Council owned / controlled land
○ State Government
○ Freehold / privately owned

Please attach project plans (plans are required for all proposed infrastructure projects)
Attach a file:

Has your organisation applied for an event permit/permission from the landowner?
○ Yes
○ No
○ Not required

Please attach permit/permission from land owner
Attach a file:

Risk Management

Council recommends your organisation completes a Risk Management Plan. An example of a simple Risk Management Plan can be found here: Sample Risk Management Plan.

29. Has your organisation considered all the potential risks involved with the project? *
○ Yes   ○ No

30. Outline the steps you have taken to address the potential risks involved with the project *

Word count:
Must be no more than 250 words.
Project risk (health and safety, legal and compliance, environment, reputation/ public trust.

31. If you have a Risk Management Plan upload it here.
Attach a file:

Project budget

* indicates a required field

- All amounts in this budget must **not** include GST. **(**Click here for an online GST calculator).
- The Income and Expenditure and the Total Project Cost should be equal.
- All infrastructure / building projects must have at least 50% contribution to the project. That is, the grant amount requested cannot be more than 50% of the total project cost.
- Include the supplier's name in the expenditure item description.
- Quotes are required for any expenditure items over $1000 as follows:
    - Between $1000 and $7499 one (1) written quotation is required
    - Over $7500 three (3) quotations are required.
- The Australian Bureau of Statistics advises the hourly rate for volunteer labour is $44.43
- Any volunteer hours should be listed in both the income and expenses as in-kind.
- Donated materials must be allocated a dollar value and appear in both the income table and the expenditure table.

Budget and Expenditure

Please complete your full project budget below. Do not use commas, full stops of the "$" sign in your amounts. The total income and expenditure will automatically add up in the totals below the budget table. The 'Total Income Amount' cell and the 'Total Expenditure Amount' cell must be the same. The 'Income minus Expenditure' cell will automatically calculate and needs to be 0 to proceed. This means that your income and expenditure are equal.

Description of income	$ Income	Description of expenditure	$ Expenditure
Include Council funds, your funds and in kind funds	Amount must exclude GST. Must be a number	List each expenditure item per line	Amount must exclude GST. Must be a number
	$		$
	$		$
	$		$
	$		$
	$		$

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

Income - Expenditure

$

This number/amount is calculated.
For this form to proceed this cell below will need to be 0 (Income and Expenditure equal the same value).

32. Total project cost *

$

This should match the total expenditure amount above.

33. Funding amount you are requesting from Council *

$

Must be a dollar amount.
As shown in budget income

34. Total value of co-contributions for the project.

Must be a dollar amount.

35. In kind contribution - if applicable (as show in budget income)

$

Must be a dollar amount.

Upload your quotations here.

36. Attach your quote(s) here.
Attach a file:

One quote is required for each expenditure item valued over $1000. Three quotes are required for any expenditure items over $7500.

37. Is there any information you would like to add about the budget or the quotations?

Word count:
Must be no more than 100 words.
For example, if you have expenditure items in your budget which are over $1000 (1) or $7500 (3) and have not uploaded any quotations then you will have to explain why this was not possible, or your application will be ineligible.

Financial statements

38. Upload your most recent financials (profit and loss sheet and balance sheet or audited financials) here. *
Attach a file:

Provide your most recent audited financials as well as a current profit and loss statement and balance sheet.

Applicant details

39. Organisation name
Organisation Name

40. Organisation primary address
Address

41. Organisation primary phone number

Must be an Australian phone number.

42. Organisation primary email

Must be an email address.

43. Organisation postal address
Address

44. Organisation 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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

45. Grant administrator

Title	First Name	Last Name

46. Grant administrator primary address

Address

47. Grant administrator position

48. Grant administrator primary phone number

Must be an Australian phone number.

49. Grant administrator primary email

Must be an email address.

More about applicant organisation

* indicates a required field

All the questions on this page are about the applicant organisation.

50. What is your organisation's focus? *

○ Arts and Culture (e.g. festivals, exhibitions, museums, performing and visual arts, local, indigenous and multicultural heritage)

○ Community Development (e.g. service organisations, men's sheds, community halls and centres, community gardens, urban renewal)

○ Human Services (e.g. social welfare services, disabilities, disadvantaged, aftercare of abuse victims)

○ Public Safety (e.g. rescue, abuse prevention, disaster and emergency management)

○ Recreation (e.g. special interest clubs & groups e.g. collecting, language, genealogical, bridge, gardening etc.)

○ Sport & Active Recreation (e.g. undertaken to improve physical fitness, may have formalised rules, competition and conditions of play)

○ Environment (e.g. protection of the natural environment, biodiversity)

○ Climate Change (e.g. pollution control & prevention, reduction of greenhouse gas emissions and/or climate change adaption)

51. What does your organisation do? Summarise your organisation's purpose and goals.

Word count:
Must be no more than 100 words.
Example: X.Y.Z. Junior Rugby League Club provides a fun, safe, family environment to play rugby league. Our goal is to be the best junior rugby league football club on the Sunshine Coast.

52. How many members/clients does your organisation have? *

53. How many volunteers does your organisation have? *

54. Do you employ any paid staff?
○ Yes   ○ No

Project delivery

55. Describe how your organisation has the capacity and capability to deliver the project within the required time frames.

Word count:
Must be no more than 250 words.
Hint: Provide details of internal and/or external resources/people who have the experience, appropriate qualifications and are dedicated to deliver the project.

56. Describe your organisation experience in delivering similar projects *

Word count:

Must be no more than 250 words.
List the applicant experience, time and resources available to deliver projects

57. Please upload a copy of your project delivery schedule.
Attach a file:

The project schedule is clearly defined, and tasks, roles and responsibilities are outlined

Auspice details

* indicates a required field

Auspicing Organisation

You only need to answer this section if you are required to be auspiced.

Auspice organisation details

If you are a community organisation which is not a legally constituted entity **or** recognised by ATO as a not-for-profit type, your application need to be auspiced.

If this application is successful, the auspice organisation will take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is **mandatory** you provide an Auspice Agreement or at least a letter from the President, Chair, Secretary or Treasurer of the Auspice Organisation which indicates they understand and are willing to take on the auspice responsibilities.

Download the Auspice Facts and Agreement format. It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with this application.

What type of legal not for profit is the auspice organisation?
○ An incorporated association
○ A company limited by guarantee
○ A non-trading/non-distributing co-operative
○ An Indigenous corporation

Attach a signed auspice agreement here. *
Attach a file:

Recommended no more than 5MB per attachment.

Auspice organisation name *
Organisation Name

Auspice 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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Auspicing contact details *

Title   First Name   Last Name

Position in auspice organisation

e.g. President, Treasurer, Secretary

Auspice postal address *
Address

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

Auspice email *

Must be an email address.

Auspice phone number

Must be an Australian phone number.
Please provide the best contact phone number.

Privacy and Certification

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Form Preview

Privacy Notice

Council will only use personal information you have provided for the purpose of processing this application and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other local government acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's Privacy Policy.

Please note the information provided in this application and in any related documentation and discussions may be provided to members of the assessment panel in order to assist Council in assessing your application.

By submitting this application you consent to Council publishing the organisation's name, the project's name, project description and Council's funding contribution. This information may also be used for promoting Council's grant programs.

Your personal information is dealt with the accordance with council's Privacy Policy.

I agree with the privacy statement above *   ○ Yes

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct and I understand that if Noosa Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application, policy and funding agreement.

Certification must be agreed to by either the Secretary or President of the applicant organisation.

Name (Secretary, Treasurer or President) *

Title	First Name	Last Name

Position *
○ Secretary
○ Treasurer
○ President

I agree *   ○ Yes   ○ No

Reminder To ensure your supporting documentation is reviewed by the assessment panel, please upload it directly to your application before you submit. Unfortunately, due to the large volume of applications received, we cannot guarantee that information provided to the Grants Team after submission will be uploaded to your application in time for it to be considered in the assessment. This may affect the outcome of your submission.

Submit

***You are now ready to submit. Read and acknowledge message below, then click on "Next page" to review, then Submit.* ***

You will receive a confirmation email when your application has been submitted. If you do not receive this email then your application has NOT been submitted. Please ensure all questions have been answered and try again. (Check box here to acknowledge that you understand this)

Feedback

Your feedback is important to us - it assists Council with making our grant forms and processes more user friendly and efficient. Once you have submitted your application you will receive a confirmation email with a link to a quick 2 minute online survey on the grant application process.