



# Application Form 2012-13

**Applications must be hand delivered, postmarked, scanned or emailed by  
5pm, Friday 19<sup>th</sup> October 2012**

**2012/13 Murrumbidgee CMA  
Community Partnerships  
1st Floor, 43-45 Johnston Street  
PO Box 5224  
WAGGA WAGGA NSW 2650**

**Email: [murrumbidgee@cma.nsw.gov.au](mailto:murrumbidgee@cma.nsw.gov.au)**

*Please note that you must contact a Murrumbidgee CMA case officer to discuss your project prior to lodging your application.*

Note: Applications must be carried out in conjunction with the **Application Guidelines**, which can be downloaded at

[www.murrumbidgee.cma.nsw.gov.au](http://www.murrumbidgee.cma.nsw.gov.au)

OFFICE USE ONLY		Quality control check
Application received by:	Date:	
Project ID	CP	
Acknowledgement letter sent	Date:	
Entered into CIMS	Date:	
Objective ID		



**Catchment Management  
Authority  
Murrumbidgee**



CARING  
FOR  
OUR  
COUNTRY

## PART 1 – Applicant / Community Group Details

Please complete all sections in Part 1

### 1.1 Name of Applicant/Community Group

(a) Legal name of organisation/group	
(b) Trading name (if different to legal name)	

### 1.2 Contact person for Applicant/Community Group

First Name			
Last Name			
Position in organisation/group			
Phone – Daytime			
Phone – Mobile			
Fax			
Email			
<b>Postal Address</b>			
PO Box or Street Address			
Suburb/Town			
State		Postcode	
Preferred method of contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Daytime phone <input type="checkbox"/> Mail

### Alternative Contact person for Applicant/Community Group

First Name			
Last Name			
Position in organisation/group			
Phone – Daytime			
Phone – Mobile			
Fax			
Email			
<b>Postal Address</b>			
PO Box or Street Address			
Suburb/Town			
State		Postcode	
Preferred method of contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Daytime phone <input type="checkbox"/> Mail

### 1.3 ABN and GST Status

ABN			
Is your organisation/group registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your organisation/group incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>NB:</b> If your organisation/group is <b>NOT</b> incorporated, then another legal entity must agree to act as a 'sponsor' – complete Part 2 – Sponsor Organisation/Community Group Details			
Incorporation Number			
Date of incorporation			

### 1.4 Insurance

To be eligible to apply for funding, your organisation must have public liability insurance (min. \$10 million).  
Copy attached to application

Does your organisation/group have Public Liability insurance for a minimum of \$10 million?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## PART 2 – Sponsor Organisation/ Group Details

Complete if your community group is **not** incorporated.

If the Applicant/Community Group listed in Part 1 is **not** incorporated, then another legal entity must agree to act as a 'sponsoring organisation' to administer the contract and funding. You should only seek a sponsoring organisation if your group is **not** a legal entity.

### 2.1 Name of Sponsoring Organisation

(a) Legal name of organisation/group	
(b) Trading name (if different to legal name)	

### 2.2 Contact person for Sponsoring Organisation

First Name			
Last Name			
Position in organisation/group			
Phone – Daytime			
Phone – Mobile			
Fax			
Email			
<b>Postal Address</b>			
PO Box or Street Address			
Suburb/Town			
State		Postcode	
Preferred method of contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Daytime phone <input type="checkbox"/> Mail

### 2.3 ABN and GST Status of Sponsoring Organisation

ABN		
Is your organisation/group registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your organisation/group incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Incorporation Number		
Date of incorporation		

### 2.4 Insurance of Sponsoring Organisation

To be eligible to apply for funding, your organisation must have public liability insurance (min. \$10 million).

Copy attached to application

Does your organisation/group have Public Liability insurance for a minimum of \$10 million?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## PART 3 – Project Details

Please complete all sections of Part 3

### 3.1 Project Title (not more than 10 words)

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### 3.2 Project Location (name of project site, distance and direction from nearest town)

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### 3.3 Amount of Funding

Valued between \$1,000 - \$20,000 (GST exclusive)	\$
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### 3.4 Project Description

Applications must contribute to Murrumbidgee CMA Catchment Action Plan Targets.

Please indicate (tick) which of the Murrumbidgee Catchment Action Plan **Priority** Targets your project will contribute to:

- Reduce the impacts of rabbits
- Engagement of Indigenous communities

Alternatively, please indicate (tick) which of the other Murrumbidgee Catchment Action Plan Targets your project will contribute to:

Community	Land
<input type="checkbox"/> Increased community participation in NRM projects through an increase in knowledge and skills	<input type="checkbox"/> Improved soil health
<input type="checkbox"/> Increased participation of Traditional Owners and aboriginal people in NRM	<input type="checkbox"/> Improved water use efficiency
<input type="checkbox"/> Increased community understanding of Indigenous values in NRM	<input type="checkbox"/> Reduced dryland salinity
	<input type="checkbox"/> Increased area of land managed within its capability

<p><b>Biodiversity</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Increased area of native vegetation managed for biodiversity conservation</li> <li><input type="checkbox"/> Management of threatened species and ecological communities for biodiversity conservation</li> <li><input type="checkbox"/> Restricted distribution of environmental weeds and pest animals</li> </ul>	<p><b>Water</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reduced sediment levels in the Murrumbidgee River</li> <li><input type="checkbox"/> Reduced salt levels in the Murrumbidgee River</li> <li><input type="checkbox"/> Increased area, diversity, condition and connectivity of inland aquatic systems</li> </ul>
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**(a)** Briefly describe your project, its objectives and how your project contributes to meeting Murrumbidgee Catchment Action Plan targets. (max. 100 words)

**(b)** Describe your project **methods**, including how your chosen activity will help you achieve the project within its timeframe (max. 200 words)

- (c) Describe what **outcomes** your project will achieve and how this contributes to meeting Murrumbidgee Catchment Action Plan targets (max. 200 words)

**3.5 Community Engagement (past activities)**

**Please indicate (tick) what community activities your group has undertaken within the past 12 months:**

- Community group meetings and/or public meetings
  - Field days and/or workshops/training
  - Community awareness raising about environmental, sustainable farming and/or sustainable land management
  - On-ground environmental and/or sustainable farming works
  - Conservation/environmental and/or sustainable land management planning

**Please provide brief details describing the activities mentioned above (e.g. how many field days/workshops/training events attended and by how many people in the group) (Approx. 100 words)**

Please indicate if the community group has attracted funding for projects since 2007

<b>Project Name</b>	
.....	
<b>Source of funding</b>	<b>Amount of funding</b>
.....	.....
<b>Completion/Expected completion date (dd/mm/yyyy)</b>	
.....	

**3.6 Priority targets of your 2012/13 Murrumbidgee Community Partnerships Project**

(a) How many additional people or volunteers do you expect to participate/engage?

(b) Impact of Rabbits: Briefly outline how many properties, amount of hectares and environmental outcomes specific to your region, e.g. benefits to ecologically endangered communities (refer 3.6 (b) of guidelines).

(c) Engagement with Indigenous Communities: Briefly outline how many traditional owners you expect to participate, amount of hectares and environmental outcomes specific to your region (refer 3.6 (c) of guidelines).

**3.7 Murrumbidgee CMA case officer contacted or technical advice sought**

Please see the related Application Guidelines 2012/13 page 10 for your closest Murrumbidgee CMA office for technical advise and further assistance regarding the actual application process

**(NOTE: It is compulsory that you speak with a Murrumbidgee CMA case officer prior to lodging your application)**

Name	Office Location





**(b) Capital Items (Refer to Application Guidelines Part 4 (b) as only limited items will be funded)**

Please complete the following information if your project is going to purchase capital items

Capital Item	Cost	Quote obtained & attached Yes/No	How is this item to be used by the group	NRM outcomes to be achieved through the purchase of this capital item	Estimated life of the item	How do you plan to upkeep/maintain/store the capital item for its life ?

**PART 5 – Monitoring & Reporting**

The Murrumbidgee CMA places a high priority on monitoring and reporting for all funded projects.

The requirements for Murrumbidgee Community Partnerships Projects are:

- > tracking of expenditure for acquittal;
- > a process to record project achievements;
- > a one-page progress report on your project at 6 monthly intervals which outlines the activities ;
- > a final report on project outcomes and financial expenditure by December 2013;
- > liaison with Murrumbidgee CMA case officers, should difficulties arise with your project;
- > copies of publicity that the project received need to be included in the final report; and
- > PlaceStories (digital project report): applicant is responsible for the supply of suitable images of the project to allow a place story to be produced. Images should demonstrate the project site; prior to work commencing, during the work and the final product.

The Murrumbidgee CMA will provide successful applicants with the required reporting format and training instruction for the completion of progress and final reports.

## PART 6 – Declaration

We, the authorised persons making this application, declare that the information we have given in the application for 2012/13 Murrumbidgee Community Partnerships, is to the best of our knowledge, complete and correct.

We understand that the information provided in this application may be disclosed to various parties.

We have the approval of the relevant site owner/s or manager/s to undertake this project.

### Applicant/Community Group

Please provide two signatories below for this application:

<b>Name</b>	
Position	
Group/organisation	
Phone number	
Signature of representative	
Date	
<b>Name</b>	
Position	
Group/organisation	
Phone number	
Signature of representative	
Date	

### Sponsoring Organisation

I declare that the organisation I represent agrees to sponsor the project and to enter into a Funding Agreement for the Murrumbidgee Community Partnerships project with the Murrumbidgee CMA and to administer the Agreement. I have provided a letter of support for this project.

<b>Name</b>	
Position	
Group/organisation	
Phone number	
Signature of representative	
Date	

## Part 7 – Attached Documents

Please attach the following documentation to this application (where applicable):

- Quotes for any capital items to be purchased
- Letter of support from sponsor
- Written permission from any landowner directly affected by the project
- Current Public Liability Insurance policy
- Project/site design plan
- If project requires contractual work, a quote and plan/design must be submitted with the application