**Application Form**

**Applications close: Midnight, Sunday 30 October 2016**

**1. Group Details**

|  |  |
| --- | --- |
| Group name |  |
| Street address |  |
| Key contact person |  |
| Phone number |  |
| Email |  |
| Group details  Briefly describe your group and some of its regular activities | |
|  | |

**2. Insurance**

Is your group covered for public liability and personal accident insurance? Yes / No

**3. Incorporation and GST**

Is your group incorporated? Yes / No

Is your group registered for GST? Yes / No

ABN:

**4. Banking details**

If your application is successful the funds will be released by EFT.

Bank name:

Account name:

BSB Number:       -       Account number:

**5. Group declaration**

On behalf of the group we understand that this is an application only and that final approval will be subject to funding availability and assessment of the proposal. Funding is not available for work completed prior to project approval and the signing of an agreement.

Successful groups will be required to enter into a signed agreement with Murrumbidgee Landcare Inc. that provides a summary of agreed works, timeframes and reporting requirements. This agreement will be a legal document. By signing this agreement your group will be agreeing to abide by the terms and conditions of the agreement.

We declare that the group has been consulted about the details of this application and have agreed to apply for the above specified grant. We confirm that the information provided is correct and complete and certify that the necessary approvals required by our group have been granted for the project to proceed.

Office bearer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position:

Date:

Project Manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Date:

**Privacy:**

Personal information supplied by you is collected, stored and maintained for the purpose of administering this grant process. This information may be disclosed to relevant government organisations or other agencies for the sole purpose of administering the grant for which the information was collected. The information collected is not traded, sold, licensed nor used for commercial marketing purposes. You have the right to access this information. Sites are to be made available for auditing, monitoring or demonstration purposes at the request of MLi staff.

**6. The Project**

Project title

Project location

Start date

Completion date

Number of participants directly involved with the Project:

Have you submitted an application with another funding body for this project? If so, please provide details of that application.

**Project Description**

Please outline the objectives of your project, how it will benefit the local environment/community, and how it meets the strategic objectives of the National Landcare Programme.

**Project site/s**

Please describe the location/s where your project will take place. For on-ground works, include the size (ha), who owns the site/s, and whether your group has permission to undertake work on the site.

**Project activities**

Please describe the planned activities in the project, including each stage (where relevant) and how your project will progress.

**Project outcomes**

Please describe the outcomes that you expect to achieve. These may be environmental, social, cultural, productivity-based, etc.

**Monitoring results**

Please describe how you will measure your project’s success (e.g. before, during and after photos, plant survival rate, yield, number of landholders participating, number of resources produced, number of members trained, etc).

**Partnerships**

Please describe any partnerships that your group will form with other individuals, groups or organisations in order to successfully deliver your project, and how they will contribute, including the technical support available to the project.

**Project Promotion**

Please briefly outline how the project will be promoted throughout the project, i.e. print, social media, radio, web pages.

**Project budget**

* Please enter each budget item on a separate line.
* Include the quantity (with units) and rates (price/unit) for each budget item in the description.
* Column A: Funding Requested should contain the items that are to be covered by the grant.
* Column B: Cash and in-kind contributions should contain the items that your group will provide to the project.
* Column C: Total Cost should contain the sum of Column A and Column B.
* All costs should be exclusive of GST.

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| --- | --- | --- | --- |
| Item Description | Column A  Funding requested  (max. $2,000 exc GST) | Column B  Cash or in-kind Contribution | Column C  Total Cost |
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| **Total Costs** |  |  |  |